

18 October 2021

### REQUEST FOR PROPOSAL (RFP)

The **TOURISM PROMOTIONS BOARD** invites you to submit a proposal for the item/s listed below:

**RFP No. TPB-PR 2021.10.385**

**Requirement:** Provision of a Resource /Motivational Speaker for the Tourism Promotions Board (TPB) Employees' Virtual Learning Session for the Learning Over Lunch (LOL) Program

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p><b>Theme: Born to Serve</b>  <b>Date: 07 January 2022</b>  <b>Duration: 1:30-3:30PM</b>  <b>Participants: 180 TPB Employees</b></p> <p><b>Deliverables</b>  Pre-Session:  <ol style="list-style-type: none"> <li>1. Must submit a proposed course outline for approval of the end-user</li> <li>2. Poster Announcement or Teaser video</li> </ol> In-Session:  <ol style="list-style-type: none"> <li>3. Administer pre-test and post-tests within the learning sessions, if applicable;</li> <li>4. Zoom moderator and program management committee</li> <li>5. Synthetization of the session with the set objectives</li> </ol> Post-session:  <ol style="list-style-type: none"> <li>1. Provision of certificates, post-program/terminal reports, and raw and edited file recordings of the whole learning session</li> <li>2. 30 to 60 seconder video highlights of the session</li> </ol></p> <p><b>Eligibility Requirements</b>  A. Bidder must have at least three (3) years of experience in in providing training and learning sessions in government and private offices.  B. Bidder must submit a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including course outline  C. Bidders must have completed at least 5 projects similar to the topic for the past 3 years in the private and government offices.</p>	60,000.00	60,000.00

- D. Bidder must be able to provide qualified subject matter expert/s who can synthesize the session vis-à-vis with the set objectives:
  - at least 3 years conducting learning sessions
  - have conducted at least 5 relevant sessions about the topic
- E. Bidder must have conducted at least 10 virtual learning sessions using zoom platform in the past 12 months.
- F. Bidder must be able to provide a moderator and program management committee that will take care of the online training using zoom technology.
- G. Bidder must provide list of key persons involved with respective work assignments during preparation and actual learning session such as project management team and moderators and the like, with their curriculum vitae:
  - at least 3 years of experience in facilitating learning sessions
  - have facilitated learning sessions for the past 3 years virtual and face to face

**TECHNICAL DOCUMENTS**

1. SEC registration and Articles of Incorporation, DTI or CDA registration, whichever is applicable.
2. Company Profile
3. Submit a list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past three (3) years. The list shall include the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration. The contract awarded must be supported with a copy of the contract/PO, Notice of Award, Notice to Proceed, or Certificate of project completion, whichever is applicable.
4. CV of the Subject Matter Expert and the Key personnel using the TPF6 Form. The document to be submitted need not be notarized
5. Proof of Zoom account license
6. Proposed course outline
7. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

**Criteria for Evaluation**

Proposal	Weight
A. Technical Proposal	85%
B. Financial Proposal	15%

	<p>The passing score is 80%</p> <p><b>LEGAL DOCUMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Mayor/Business Permit</li> <li>3. BIR Registration Certification</li> <li>4. Omnibus Sworn Statement (revised)</li> </ol> <p><b>Eligible Bidders shall be required to present their proposal for a maximum of 15 minutes. The Secretariat shall send the notice to the Eligible bidders at least three (3) calendar days prior to the date of the presentation.</b></p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>5. Terms of Reference</li> <li>6. TPF6 Form</li> <li>7. Revised Omnibus Sworn Statement</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>8. <b>All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative</b></li> <li>9. <b>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</b></li> </ol>		
Terms	As stated in the Terms of Reference		
Delivery	As stated in the Terms of Reference		
ABC	Php60,000.00 inclusive of applicable taxes		

Please submit your **proposal together with the technical and legal documents** enumerated above to email address *janet\_villafranca@tpb.gov.ph* not later than **26 October 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **SME for LOL\_<Company Name>**

Thank you very much.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department