

## Request for Quotation

**14 October 2021**

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

Quotation No. **TPB-RFQ 2021-10-380**

PR No. 10.005

**Project Title:** VAWC related laws

**Requirements:** Resource Speaker Management

Unit	Particulars	Unit Cost	Total Cost
1 Lot	<p><b>Resource Speaker Management on Violence against Women and Children and other related laws</b></p> <p><b>Background:</b></p> <p>As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a virtual seminar as follows:</p> <ul style="list-style-type: none"> <li>- Learning Program: <ul style="list-style-type: none"> <li>➤ <b>1st-</b> Orientation on <b>RA 9262</b> - "Anti-Violence Against Women and Their Children Act of 2004"</li> <li>➤ <b>2nd</b> - Orientation on <b>RA 11313</b> - "Safe Spaces Act"</li> <li>➤ <b>3rd-</b> Orientation on <b>RA 10364</b> - "Expanded Anti-Trafficking in Persons Act of 2012"</li> </ul> </li> <li>- Indicative Schedule: <ul style="list-style-type: none"> <li>➤ 1st – 26 November 2021 @ 1:30pm-3:00pm</li> <li>➤ 2nd – 29 November 2021 @ 1:30pm-3:00pm</li> <li>➤ 3rd – 03 December 2021 @ 1:30pm-3:00pm</li> <li>➤ With at least 1.5 hours of virtual learning sessions per day</li> </ul> </li> <li>- No. of Participants: <ul style="list-style-type: none"> <li>➤ 50 pax on 26 November 2021</li> <li>➤ 50 pax on 29 November 2021</li> <li>➤ 50 pax on 03 December 2021</li> <li>150 pax Total</li> </ul> </li> <li>- Platform: Zoom</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>A. To provide information on laws protecting women and girls and to feature VAW related services that people can access.</li> <li>B. To assess the current level of awareness and understanding of the TPB</li> </ul>	PhP90,000.00	PhP90,000.00

	<p>Personnel, GAD Focal Point System and Technical Working Group regarding RA 9262, RA 11313 and RA 10364.</p> <p>C. To increase the level of knowledge of the members of the GAD Focal Point System and Technical Working Group when it comes to RA 9262, RA 11313 and RA 10364.</p> <p>D. To present VAWC issues that occurred during the pandemic / quarantine period and to share their thoughts on how to prevent or either help the victims of VAW.</p> <p>E. To develop a directory brochure for the steps, procedures and contact details to be followed if have experienced violence that falls under the discussed laws to be disseminated to all personnel</p> <p><b>Scope of Work/Deliverables:</b></p> <ol style="list-style-type: none"> <li>Design a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including: <ol style="list-style-type: none"> <li>Course outline (should contain topics related to TPB's mandate and/or tourism).</li> </ol> </li> <li>Design an evaluation instrument to be used to measure the knowledge or awareness of the participants based on the abovementioned objectives.</li> <li>Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables. <ul style="list-style-type: none"> <li>▪ <u>Pre-Session:</u> <ol style="list-style-type: none"> <li>Must submit a proposed course outline for approval of the end-user</li> <li>Poster Announcement or Teaser video</li> </ol> </li> <li>▪ <u>In-Session:</u> <ol style="list-style-type: none"> <li>Administer pre-test and post-tests within the learning sessions;</li> <li>Zoom moderator and program management committee</li> </ol> </li> <li>▪ <u>Post-session:</u> <ol style="list-style-type: none"> <li>Provision of certificates, post-program/terminal reports, copy of presentations, third-level training effectiveness instrument, and raw and edited file recordings of the whole learning session</li> </ol> </li> </ul> </li> </ol> <p><b>Eligibility Requirements:</b></p> <p><b>A. Qualifications</b></p> <ol style="list-style-type: none"> <li>Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices. <ol style="list-style-type: none"> <li>Submit SEC registration and Article of Incorporation, DTI or CDA registration, whichever is applicable.</li> <li>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 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.</li> </ol> </li> </ol>		
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	<p>2. Bidder must have conducted at least 10 virtual learning sessions using zoom platform.</p> <p>3. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology:</p> <p>a. Subject matter expert:</p> <ul style="list-style-type: none"> <li>▪ list of subject matter expert, with their respective Curriculum Vitae.</li> <li>▪ Should have at least 3 years of experience in conducting learning sessions and have conducted at least 10 sessions about the topic.</li> <li>▪ Conducted at least 10 virtual learning sessions using zoom platform.</li> <li>▪ Must be knowledgeable in the 3 topics <ul style="list-style-type: none"> <li>- Submit certificates/any documentation that the SME is conducting the said topic/s</li> </ul> </li> </ul> <p>b. List of key persons involved:</p> <ul style="list-style-type: none"> <li>▪ project management team – minimum of 1 person as moderator, 1 subject matter expert with respective work assignments during preparation and actual learning session and submit their curriculum vitae using the TPF6 Form.</li> <li>▪ must have at least 1 year of experience as facilitator/moderator for the face to face or virtual training.</li> </ul> <p>4. Bidder must have Zoom account. Submit proof of licensed zoom account for use in this project that will host the entire online training.</p> <p>5. Submit a proposed course outline</p> <p><b>Technical Criteria:</b></p> <p>Bidders are required to make a 10-minute presentation of their proposal. The proposal shall be rated based on the following criteria:</p>		
<b>CRITERIA</b>			
<b>I.</b>	<b>Firm Experience and Capability</b>		
	<p>1 Has been involved in providing training and learning interven government and private offices:</p> <ul style="list-style-type: none"> <li>➤ More than 3 years (15)</li> <li>➤ At least 3 years (10)</li> </ul> <p>2 Conducted virtual learning sessions using zoom platform:</p> <ul style="list-style-type: none"> <li>➤ 20 sessions and above (15)</li> <li>➤ Above 10 sessions but less than 20 (10)</li> <li>➤ 10 sessions and below (5)</li> </ul>		
<b>II.</b>	<b>Qualification of Subject Matter Expert who will be assigned to the Proj</b>		
	<p>1 Experience in Conducting Learning Session</p> <ul style="list-style-type: none"> <li>➤ 5 years and above conducting learning sessions (15)</li> <li>➤ More than 3 years but less than 5 years of conducting sessions (10)</li> <li>➤ At least 3 years conducting learning sessions (5)</li> </ul> <p>2 Conduct of Learning Session about the topic</p> <ul style="list-style-type: none"> <li>➤ Conducted more than 10 sessions (15)</li> <li>➤ Conducted 10 sessions and below (10)</li> </ul>		

III.	Plan of Approach and Methodology								
	<div>1. Bidder’s proposal of the course outline; new strategies/ideas/activities during the actual learning session (20)</div> <div>2. Relevance of the customized topics to the organization’s needs and objectives (15)</div> <div>3. Proof of licensed zoom account that will host the entire online training</div>								
I.	Firm Experience and Capability								
<div>The contract shall be awarded to the bidder with the Highest/Single Rated Responsive Bid (HRRB/SRRB) to be determined using the Quality Cost Based Evaluation.</div> <div>The Technical and Financial Proposal is given the following percent weight:</div> <table><tr><td>Proposal</td><td>Weight</td></tr><tr><td>Technical Proposal</td><td>85%</td></tr><tr><td>Financial Proposal</td><td>15%</td></tr></table> <div>Technical Bid/Proposal Rating (80% passing score)</div> <div>Approved Budget for the Contract (ABC):</div> <div>The Approved Budget for the Contract is <b>NINETY THOUSAND PESOS (PhP90,000.00)</b> inclusive of all applicable fees and taxes.</div> <div>Terms of Payment:</div> <div>Payment within 30 days upon full completion of the services with deliverables and submission of the invoice.</div> <div>*** Nothing Follows ***</div>				Proposal	Weight	Technical Proposal	85%	Financial Proposal	15%
Proposal	Weight								
Technical Proposal	85%								
Financial Proposal	15%								
Terms	30 days upon receipt of invoice.								
Delivery	26 & 29 November, and 3 December 2021 (Indicative)								
ABC	PhP90,000.00inclusive of all applicable charges and taxes								

The last day for submission of **quotation** is not later than 12:00 noon on **20 October 2021**, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph) for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

  
**ELOISA A. ROMERO**  
 Administrative Officer V

Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**  
Contact No (8)525-9318local 268

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. *Business or Mayor's Permit/Certification (as of 2021)*
2. *Tax Clearance*
3. *Company Profile/Curriculum Vitae (for sole proprietorship) (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*