

Request for Quotation

21 October 2021

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

Quotation No. **TPB-RFQ 2021-10-392**

PR No. 9.014 – 2nd Posting

Project Title: Interactive Virtual TPB Year-End Activity

Requirements: Services of a Consulting Agency

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p>Service Provider for an Interactive Virtual TPB Year-End Activity on 10 December 2021</p> <p>Rationale:</p> <p>The physical distance of remote work can quickly turn into emotional distance, which in turn, leads to isolation. More than ever, it is important to create a comfortable team environment that remote workers can rely on.</p> <p>As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to engage the services of a provider who can conduct an interactive virtual activity for its personnel to celebrate the season and the year's accomplishments, and recognize the contribution of each personnel in the achievement of Corporate objectives as follows:</p> <ul style="list-style-type: none"> • Engagement Activity : Interactive Virtual TPB Year-End Activity • Schedule : 10 December 2021 With at least 2 hours of virtual session • No. of Participants : 180 pax • Platform : Zoom <p>Objectives:</p> <ol style="list-style-type: none"> 1. To provide virtual interactive activities for TPB personnel to provide respite from work and enjoy and celebrate the season within the organization amidst the current alternative work arrangement that limited physical interaction. 2. To improve connectivity across departments / offices. 3. To improve communication and collaboration among the personnel. 4. To improve innovation and creativity. 5. To improve team problem solving skills. <p>Scope of Work/Deliverables:</p> <ol style="list-style-type: none"> 1. Design a customized proposal with Course Outline of Virtual 	PhP75,000.00	PhP75,000.00

	<p>Games/Activity tailor-fit to the organization’s needs and objectives; not generic and one-size-fits-all materials.</p> <ol style="list-style-type: none"> 2. Provide a Program Facilitator who can synthesize the objective of each activities and its results. 3. Provide a moderator and program management team that will take care of the virtual program using zoom technology. 4. Develop a TPB PPA Requirement Checklist for pre, during and post implementation. 5. Develop a contingency plan considering possible factors for continuity of TPB PPAs. 6. Enhance the staff capacity to manage and implement project activities. 7. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables. <ul style="list-style-type: none"> ➤ <u>Pre-Session:</u> <ol style="list-style-type: none"> 1. Must submit a proposed course outline for approval of the end-user 2. Poster Announcement or Teaser video ➤ <u>In-Session:</u> <ol style="list-style-type: none"> 1. Zoom moderator and program management team; 2. Program facilitation; 3. Synthesization of the result of the activity/program ➤ <u>Post-session:</u> <ol style="list-style-type: none"> 1. Provision of certificates, post-program/terminal reports, copy of presentations, and raw and edited file recordings of the whole learning session 2. 30 to 60 seconder video highlights of the session <p>Eligibility Requirements:</p> <ol style="list-style-type: none"> 1. Submit a proposed course outline tailor-fit to the organization’s needs and activity objectives. 2. Bidder must have at least three (3) years of experience in providing interactive virtual interventions in government and private offices. <ol style="list-style-type: none"> a. Submit SEC registration and Article of Incorporation, DTI or CDA registration, whichever is applicable. b. 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. 3. Bidder must have conducted at least 5 Virtual Games/ Activities for large groups in single session during the Community Quarantine period. 4. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology: <ol style="list-style-type: none"> a. Key Personnel: <ul style="list-style-type: none"> ➤ list of Program Facilitator/s, minimum of 1, with their respective Curriculum Vitae ➤ should have at least 3 years of experience in conducting interactive virtual activities ➤ conducted at least 10 interactive virtual interventions using zoom platform. 		
--	--	--	--

- b. List of key persons involved:
 - project management team – minimum of 1 person as moderator, 1 program expert and 1 tech assistant, with respective work assignments during preparation and actual learning session and submit their curriculum vitae using the TPF6 Form. (pls. see attached)
 - must have at least 1 year of experience as facilitator/moderator for the face to face or virtual training.
- 5. Bidder must have Zoom account. Submit proof of licensed zoom account for use in this project that will host the entire online training.

Technical Criteria:

Bidders are required to make a 15-minute presentation of their proposal. The proposal shall be rated based on the following criteria:

CRITERIA	
I.	Firm Experience and Capability
	1 Has been involved in providing interactive activities in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (15) ➤ Minimum 3 years (10) 2 Conducted virtual games/ activities with large groups in single session using zoom platform during the Community Quarantine period: <ul style="list-style-type: none"> ➤ More than 10 sessions (30) ➤ Above 5 but less than 10 sessions (20) ➤ Minimum of 5 sessions (15)
II.	Qualification of Program Facilitator who will be assigned to the Project
	<ul style="list-style-type: none"> ➤ Above 5 years of relevant experience (30) ➤ More than 3 years but less than 5 years of relevant experience (20) ➤ 3 years of relevant experience (15)
III.	Plan of Approach and Methodology
	The functionality of the presented 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"> 1. Bidder’s proposal of the activity outline; new strategies/ideas/activities during the actual session (20) 2. Relevance of the customized topics to the organization’s needs and objectives (15) 3. Proof of licensed zoom account that will host the entire online training (5)


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.

The Technical and Financial Proposal is given the following percent weight:									
<table border="1"> <thead> <tr> <th>Proposal</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Technical Proposal</td> <td>85%</td> </tr> <tr> <td>Financial Proposal</td> <td>15%</td> </tr> </tbody> </table>		Proposal	Weight	Technical Proposal	85%	Financial Proposal	15%		
Proposal	Weight								
Technical Proposal	85%								
Financial Proposal	15%								
Technical Bid/Proposal Rating (80% passing score)									
Approved Budget for the Contract (ABC):									
The Approved Budget for the Contract is SEVENTY FIVE THOUSAND PESOS (P75,000.00) inclusive of all applicable fees and taxes.									
Mode of Payment:									
Payment within 30 days upon full completion of the services with deliverables and submission of the invoice.									
*** Nothing Follows ***									
Terms	30 Days upon receipt of the SOA/Billing Statement								
Delivery	10 December 2021								
ABC	PhP75,000.00 inclusive of all applicable charges and taxes								

The last day for submission of **quotation** is not later than 02:00 p.m. on **27 October 2021, thru e-mail at 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]

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]