

Request for Proposal

19 January 2022

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

Quotation No. **TPB-RFP 2022-01-016**

PR No. 1.025

Project Title: E-Learning Sessions for TPB Core Values (A.G.I.L.E.)

Requirement: Services of a Consulting Agency

Unit	Particulars	Total Cost
Lot 1	<p style="text-align: center;">Service Provider for E-Learning Sessions with topics related to: Tourism Promotions Board (TPB) Core Values (A.G.I.L.E.)</p> <p>Background:</p> <p>As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct learning sessions every first Monday of the month to include but not limited to the following topics:</p> <p style="text-align: center;">TPB Core Values (A.G.I.L.E.)</p> <ol style="list-style-type: none"> 1. ADAPTABILITY We respond effectively to unforeseen challenges and adjust creatively to changing working conditions to meet our objectives. 2. GROWTH We embrace learning and development to improve, expand, and hone all inherent and acquired talents to accomplish things previously thought impossible. 3. INTEGRITY We consistently adhere to strong moral and ethical principles and uphold honesty. 4. LEADERSHIP We influence, direct, unite, and empower people towards the achievement of common welfare, in a regime of service, gratitude, accountability and compassion. 5. EXCELLENCE We are committed to pursue the highest quality in the performance of our duties and in delivering service to our industry stakeholders. <p>Description:</p> <ul style="list-style-type: none"> • Event : ThinkTALK E-Learning Session 1-hour Learning Session to be conducted every first Monday (or the next working day should it fall on a holiday) of the month after the TPB Flag Raising Ceremony or a total of 10 sessions <p style="margin-left: 40px;">Adaptability - March and August Growth - April and September Integrity - May and October</p>	<p>PhP300,000.00</p>

- | | | | |
|---|---------------------|---|--|
| | Leadership | - | June and November |
| | Excellence | - | July and December |
| • | Time | : | 9:00 am to 10:00 am
(right after the flag-raising ceremony) |
| • | No. of Participants | : | 175 pax |
| • | Duration | : | March to December 2021 |
| • | Platform | : | Zoom and streamed live in FB Closed Account |

Additional Eligibility Requirements and Qualifications:

1. Submit a list of completed projects for the past 3 years in the private and government offices. For government offices, must submit at least one of the following:
 - a. Notice of Award (NOA)
 - b. Purchase Order (P.O.)
 - c. Event Contract, and/or Notice to Proceed (NTP)
2. Submit a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including course outline.
3. Submit a list of qualified subject matter experts with their respective Curriculum Vitae (*TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff*) based on the stated specifications and list of key persons involved with respective work assignments during preparation and actual learning session.
4. Submit proof of licensed zoom account that will host the entire online training.
5. With a minimum of 10 conducted virtual learning sessions using the Zoom platform similar and relevant to the above-mentioned topics.
6. With at least 3 years' experience in conducting Learning Session.

Scope of Deliverables:

Pre-session:

- Must submit a proposed course outline for approval of the end-user

In-session:

- Provision of zoom moderator and program management committee that will take care of the online learning sessions using zoom technology

Post-session (for every session/ topic implemented):

- Provision of:
 - Certificates
 - Copy of presentations
 - Pre and post-test summary and evaluation
- Turn-over raw recordings of the whole learning session one week after the learning session.

Quality-Cost Based Evaluation (QCBE):

Bidder is expected to submit technical and financial proposals which shall be evaluated using the **Quality Cost Based Evaluation (QCBE)**. The winning bidder must attain a hurdle rate of 80% based on the following weight assignments:

Proposals	Rating
Technical	80%
Financial	20%

Passing Rate: 80%

Rating Criteria:

Criteria	Weight
<u>Experience and Capability of the Consultant/Consulting Firm</u>	30%
1. Has been involved in providing training and learning interventions in government and private offices: ✓ More than 3 years; and ✓ At least 3 years	
2. Conducted virtual learning sessions using zoom platform: ✓ 20 sessions and above; ✓ Above 10 sessions but less than 20; and ✓ 10 sessions and below	
<u>Expertise and Capacity of the Key Personnel to be Assigned to the Project</u>	30%
1. Experience in Conducting Learning Session ✓ 5 years and above conducting learning sessions; ✓ More than 3 years but less than 5 years of conducting learning sessions; and ✓ At least 3 years conducting learning sessions	
2. Conduct of Learning Session about the topic ✓ Conducted more than 10 sessions; and ✓ Conducted 10 sessions and below (10)	
<u>Plan Approach and Methodology</u>	40%
1. Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session	
2. Relevance of the customized topics to the organization's needs and objectives	
3. Proof of licensed zoom account that will host the entire online training	

Mode of Payment:

- Send bill arrangement;
- Payment upon completion of each session and submission of all post session deliverables; and
- Payment based on the actual number of learning sessions conducted.

***** Nothing Follows *****

Terms

As per provided Mode of Payment.

Delivery	March – December 2022
ABC	PhP300,000.00 inclusive of all applicable charges and taxes

The last day for submission of **quotation** is not later than 05:00 p.m. on **28 January 2022, 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 2022)*
2. *Tax Clearance Certificate*
3. *Company Profile (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (NOSS)*
6. *TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff*

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]

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.