

11 February 2022

REQUEST FOR PROPOSAL (RFP)

The **TOURISM PROMOTIONS BOARD (TPB)** invites you to submit proposal for the requirements listed below:

RFP No. TPB-PR 2022.02.035

Requirement: Resource Speakers for the TPB Women’s Month Celebration

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 lot	<p>Women’s Month Celebration Theme: We Make Change for Women 21 March 2022 / 1:15PM – 3:30PM 200 participants/ Zoom platform</p> <p>Subject Matter Experts for the following topics:</p> <ol style="list-style-type: none"> 1. Women and Mental Health 2. Green and Sustainable Practices for Women Economic Empowerment <p>Objectives:</p> <ol style="list-style-type: none"> 1. To promote awareness that there is a celebration spearheaded by the government to commemorate and recognize the contribution of Women in the society. 2. To provide strategies and practices in improving environmental management. 3. To know the current status of women when it comes to mental health and sustainable economic empowerment. 4. To know basic ideas on what we can do to help those women suffering from mental health 5. To highlight the women who have champion in Mental Health Awareness, and Supporting Women’s Economic Empowerment through improving competitiveness and sustainability of women’s micro enterprises. 	100,000.00	100,000.00

6. To discuss good practices, gaps, challenges, and commitments in pursuing gender and development (GAD).
7. To highlights women’s participation in battling the pandemic as well as discusses gender issues exacerbated by the pandemic.
8. To know the current status of women when it comes to mental health and sustainable economic empowerment.

Scope of Work/Deliverables

1. Design a customized course outline (should contain topics related to TPB’s mandate and/or tourism) tailor-fit to the organization’s needs and objectives not generic, one-size-fits-all materials including.
2. Provision of two (2) subject matter experts **one for each** topic mentioned above
3. Conduct of the Forum
 - Pre-Session:
Must submit a proposed course outline for approval of the end-user
 - In-Session:
Zoom and program moderator and program management committee
 - Post-session:
Provision of certificates, post-program/terminal reports, copy of presentations, photos, and raw and edited file recordings of the whole learning session

Eligibility Requirements

A. Qualification of the Firm

1. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices.
2. Bidder must have conducted at least 10 virtual learning sessions using zoom platform.
3. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology:
 - a. Subject matter experts – must have at least **two (2) years** of experience in conducting engagements similar to the given topics
 - b. One (1) Moderator/Facilitator - must have at least **one (1) year** of experience as facilitator/moderator for the face to face or virtual training.

9. Bidder must have Zoom account to be used as platform for the entire online training.

Technical Documents

1. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable
2. Submit a Company Profile
2. Submit list of ongoing and completed government and private contract for the **last three (3) years** whether similar or not similar in nature to the project. The format shall include the name of the agency, title of the project amount of the contract.
3. Submit copy of Notice to Proceed, Contract, Certificate of Project Completion, or whichever is applicable);
4. Submit Curriculum Vitae (using the TPF6 Form.) of the Subject Matter Experts and Moderator/Facilitator
5. Submit proof of the SMEs engagements with similar topic/s
6. Submit proof of license of the Zoom account
7. Submit proposed course outline
8. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

Legal Documents

1. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. BIR Registration Certificate
4. Omnibus Sworn Statement

Criteria for Evaluation

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

Rating (80% Passing Score)

Eligible Bidders shall be required to prepare a 10-minute presentation of their proposal. The Secretariat shall send the notice to the Eligible bidders at least three (3) calendar days prior to the date of the presentation.

Attachments:

- Terms of Reference
- TPF6 Form

	<ul style="list-style-type: none"> • Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead. • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP100,000.00 inclusive of applicable taxes		

Please submit your **proposal** together with the **technical and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **04 March 2022, until 5:00pm.**

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: **Speakers for WMC_ <Company Name>**

Thank you very much.

ELOISA A. ROMERO
 Head, Procurement and General Services Division
 Administrative Department