

22 September 2022

**REQUEST FOR PROPOSAL (RFP)**

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

**RFP No. TPB-PR 2022.09.307**

**Requirement:** Service Provider for the Design and Conduct of the In-House Learning Session for the Gender Mainstreaming Evaluation Framework (GMEF) and Harmonized Gender and Development Guidelines (HGDG) Workshops

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p><b>Gender Mainstreaming Evaluation Framework (GMEF) and Harmonized Gender and Development Guidelines (HGDG) Workshops</b></p> <p><b>5-6 October 2022 /Venue TBA</b>  <b>8:00AM – 7:00PM/27 Pax TPB Employees</b></p> <p><b>7 October 2022/Venue TBA</b>  <b>8:00AM – 5:00PM/ 27 Pax TPB Employees</b></p> <p><b>Scope of Work/Deliverables</b></p> <p><b>A. GMEF</b></p> <ol style="list-style-type: none"> <li>1. Identification of the current Gender Mainstreaming Level of the Tourism Promotions Board</li> <li>2. Accomplish the TPB 2022 GMEF Organizational Assessment</li> </ol> <p><b>B. HGDG</b></p> <ol style="list-style-type: none"> <li>1. Accomplish GAD Checklist for project identification, GAD Checklist for designing projects, summary checklist for the assessment of proposed projects.</li> <li>2. Prepare GAD Plan and Budget (GPBs) and GAD Accomplishment Report (GAD ARs).</li> </ol> <p><b>C. Other Deliverables (GMEF/HGDG)</b></p> <ol style="list-style-type: none"> <li>1. Provision of a customized proposal/course outline tailor-fit to the organization's needs and objectives</li> <li>2. Provision of an evaluation instrument to be used by the supervisor to measure the application of learning of the participants six (6) months after the training</li> </ol>	300,000.00	300,000.00

	<ol style="list-style-type: none"> <li>3. Provision of a Subject Matter Expert/s with at least 10 learning sessions conducted on HDGD and GMEF for the last five (5) years.</li> <li>4. Provision of least two (2) key personnel to assist during the preparation and actual learning sessions. The key personnel must have at least five (5) years of relevant experience in providing assistance to training and learning interventions in government and private projects. Submit a CV of the proposed Key personnel.</li> <li>5. Learning Sessions Deliverables <ol style="list-style-type: none"> <li>a. Pre-Session <ul 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> <li>▪ Pre-approved evaluation instrument to be used by supervisors to measure the application of the learning of the participants after 6 months</li> </ul> </li> <li>b. In-Session <ul style="list-style-type: none"> <li>▪ Administer pre-test and post-tests within the learning sessions;</li> <li>▪ Training Coordinator and Learning Service Provider</li> <li>▪ Training handouts, supplies and materials</li> </ul> </li> <li>c. Post-Session <ul style="list-style-type: none"> <li>▪ Provision of certificates</li> <li>▪ Submission of post-program/terminal reports</li> <li>▪ Submission of summary /evaluation of pre-test and post-tests</li> <li>▪ Submission of photo documentations</li> </ul> </li> </ol> </li> </ol> <p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. The Bidder must be Filipino-owned and legally registered Company in the Philippines engaged in the business of providing educational training and learning interventions and must be in operation in the last five (5) years.</li> <li>2. Bidder must have at least five (5) years of experience in providing training and learning interventions or similar engagements in government and private offices.</li> <li>3. Subject Matter Expert must have five (5) years of relevant experience and must have handled ten (10) learning sessions conducted on GMEF and HDGD</li> <li>4. The key personnel must have at least five (5) years of relevant experience in providing assistance to training and learning interventions in government and private projects</li> </ol>		
--	---	--	--

**Technical Documents:**

1. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable
2. Submit list of ongoing and completed government and private contract for the last five(5) 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, duration of the contract.
3. Submit copy of the Notice of Award/Notice to Proceed/Contract for ongoing contract and certificate of project completion completed contract
4. Submit CV of the Subject Matter Expert and the Key Personnel using TPF6 Form
5. Submit PCW Gender and Development Resource Speaker Certificate of the Subject Matter Expert/s
6. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

**Technical Rating Criteria**

Criteria	% Weight
<b>I. Firm Experience and Capability</b>	<b>30</b>
<b>II. Qualification of the Subject Matter Expert/s</b>	<b>30</b>
<b>III. Plan Approach and Methodology</b>	<b>40</b>
<b>TOTAL</b>	<b>100%</b>

**Passing Score: 80%**

Qualified Bidder shall be required to prepare a 10-minute presentation of Plan Approach and Methodology

**Rating Factor for Technical and Financial**

Particulars	% Weight
<b>Technical Proposal</b>	<b>85</b>
<b>Financial Proposal</b>	<b>15</b>
<b>TOTAL</b>	<b>100%</b>

**Passing Score: 80%**

**Legal Documents**

1. PhilGEPS Registration Certificate
2. Business/Mayor's permit
3. BIR Certificate of Registration
4. Omnibus Sworn Statement

**Attachments:**

- Terms of Reference
- Revised Omnibus Sworn Statement
- TPF6 Form (The TPF6 Form is not required to be notarized)

	<b>Note:</b> <ul style="list-style-type: none"> <li>• All entries must be typewritten in your company letterhead.</li> <li>• Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP300,000.00 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 **29 September 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: **GMEF and HG DG\_ <Company Name>**.

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**ROSELLE D. ROMERO**

Acting Head, Procurement and General Services Division