12 September 2022

REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit quotation for the requirements listed below:

RFQ No. TPB-PR 2022.09.285 (3rd Posting)

Requirement: Services of a Media Planning and Placement Agency for the Promotion of the 10th Regional Travel Fair (RTF) CALABARZON

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	**Scope of Work and Deliverables** A. Digital Placement and Social Media Boosting 1. Digital native article placement in reputable magazine/lifestyle media site/channel 2. Programmatic display/ banner ad placements in reputable magazine/lifestyle media site/channel 3. Social media boosting via TPB social media accounts B. Documentation/Administrative Requirements **Eligibility Requirements** A. Qualification of the Firm 1. The agency must be duly registered under Philippine laws and must be in operation for at least 3 years. 2. The agency must have successfully handled similar projects (plan/promote/press releases/placements/execute) that have been published in reputable online sources/platforms within the last 3 years, based on submitted certification from clients showing satisfactory on delivered service/s. 3. Manpower/personnel to be assigned to the project should be organic/full-time personnel of the Agency. **Technical Documents** **1. Proposed digital placement and social media boosting plan**	500,000.00	500,000.00

	2. Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable 3. Company Profile 4. List of ongoing and completed government and private contracts for the **last three (3) years** whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, and amount of the contract. a. Notice of Award, Notice to Proceed, or Contract, for on-going projects b. Certificate of Project Completion, for completed projects 5. Curriculum Vitae of the Key Personnel using the TPF6 Form, the CV's need not be notarized. **Legal Documents** 1. PhilGEPS Registration Certificate 2. Mayor/Business Permit 3. Business/Income Tax Return Certificate 4. Notarized Omnibus Sworn Statement **Attachments:** A. **Scope of Work** B. **TPF6 Form** **C. Revised Omnibus Sworn Statement** **Note:** • **All entries must be typewritten in your company letterhead.** • **Price Validity shall be for a period of <u>thirty (30)</u> calendar days.**		
Terms			
Delivery	To commence from receipt of the Notice to Proceed		
ABC	PhP500,000.00 inclusive of applicable taxes		

PAYMENT %	MILESTONES
15%	Submission of approved and signed media placement plan equivalent.
85%	Full delivery of services and submission of the required post-campaign/marketing report/deliverables and issuance of certificate of project completion.

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 **16 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: **RTF Media Plan 3rd Posting_ <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
Administrative Department