

22 September 2022

**REQUEST FOR QUOTATION (RFQ)**

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

**RFQ No. TPB-PR 2022.09.308**

**Requirement: SERVICE PROVIDER TO FACILITATE THE QUALITY MANAGEMENT SYSTEM (QMS) ANNUAL PLANNING SESSIONS OF THE TOURISM PROMOTIONS BOARD**

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)														
1 Lot	<p><b>QMS PLANNING SESSIONS</b> Duration: November 2022 – March 2023 or to commence from receipt of the Notice to Proceed until 31 March 2023 Participants: Management and Sr. Officers of the TPB</p> <table border="1"> <thead> <tr> <th>PROPOSED SCHEDULE</th> <th>ACTIVITIES</th> </tr> </thead> <tbody> <tr> <td>Within the week of the issuance of the NTP</td> <td>Pre-Consultancy Meeting with CPBD Department</td> </tr> <tr> <td>November 2022 to March 2023</td> <td>Development of a Performance Monitoring and Reporting System and Enhancement of the TPB Strategic Performance Management System</td> </tr> <tr> <td>13 to 16 December 2022</td> <td>Four (4) days Strategic Planning Workshop (Facilitator services on Days 2 to 4)</td> </tr> <tr> <td>January 2023 (2<sup>nd</sup> week)</td> <td>Three (3) days training of CPBD Staff on Strategic/Corporate Planning, the Balanced Scorecard, Monitoring and Evaluation, and Performance Analytics</td> </tr> <tr> <td>January 2023 (3<sup>rd</sup>/4<sup>th</sup> week)</td> <td>CPBD Planning Workshop for FY 2023</td> </tr> <tr> <td>February 2023 (within the 1<sup>st</sup> or 2<sup>nd</sup> week)</td> <td>           Pocket Sessions (2-days each) for FY 2023 Work and Financial Planning of the:           <ol style="list-style-type: none"> <li>1. Marketing and Promotions Sector</li> <li>2. Corporate Affairs Sector</li> <li>3. Line Departments</li> </ol>           to firm up respective FY 2023 tactical campaigns and activities for implementation and all related procurement         </td> </tr> </tbody> </table>	PROPOSED SCHEDULE	ACTIVITIES	Within the week of the issuance of the NTP	Pre-Consultancy Meeting with CPBD Department	November 2022 to March 2023	Development of a Performance Monitoring and Reporting System and Enhancement of the TPB Strategic Performance Management System	13 to 16 December 2022	Four (4) days Strategic Planning Workshop (Facilitator services on Days 2 to 4)	January 2023 (2 <sup>nd</sup> week)	Three (3) days training of CPBD Staff on Strategic/Corporate Planning, the Balanced Scorecard, Monitoring and Evaluation, and Performance Analytics	January 2023 (3 <sup>rd</sup> /4 <sup>th</sup> week)	CPBD Planning Workshop for FY 2023	February 2023 (within the 1 <sup>st</sup> or 2 <sup>nd</sup> week)	Pocket Sessions (2-days each) for FY 2023 Work and Financial Planning of the: <ol style="list-style-type: none"> <li>1. Marketing and Promotions Sector</li> <li>2. Corporate Affairs Sector</li> <li>3. Line Departments</li> </ol> to firm up respective FY 2023 tactical campaigns and activities for implementation and all related procurement	950,000.00	950,000.00
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March 2023

Submission of the Synthesis  
Engagement Terminal Report

**The Bidder shall submit a Program Flow/Outline of the Training Session(s) based on the proposed timeline and activities**

**Note: The proposed time frame may be adjusted subject to the recommendations of the provider and the approval of TPB.**

**Scope of Work/Deliverables/Outputs**

1. Provision of Subject Matter Expert/s and Key personnel for the facilitation of the QMS Planning Sessions;
2. Familiarization with TPB and its existing programs, including review of organizational documents and meetings with key staff;
3. Manage the Program Flow and facilitation of the TPB Strategic Planning and Harmonization Workshop to revisit its 2022-2028 Strategy Map and to identify the corresponding annual plans and PPAs to ensure the attainment of the strategic goals and objectives;
4. Conduct, within Q1 2023, pocket planning sessions separately with the Marketing and Promotions Sector, Corporate Affairs Sector and Line Departments, as a preliminary assessment of respective crafted work and financial plans for FY 2023 and to define tactical campaigns and activities for implementation in detail.
5. Manage the Program Flow and conduct of trainings/ workshops to enhance the competency and capacity of the CPBD in strategic/corporate planning, programming and monitoring and evaluation and to strengthen the TPB's performance monitoring and reporting system.
6. Production of a Synthesis Terminal Engagement report detailing items III-2 to III-4
7. Conduct a four (4) day Strategic Planning and Harmonization Workshop with the Board of Directors, TPB MANCOM and senior officials/junior officers to finalize an Updated Strategy Map and the TPB Strategic Matrix through the following activities:
  - a. Revisit the TPB's Strategy Map and align with the new NTDP 2022-2028
  - b. Identify/define the strategic goals and initiatives for CY 2023-2028 in attaining the Vision for Philippine Tourism and the Corporation; and
  - c. Review and vet the TPB Strategic Matrix 2023-2028 and finalize the Annual Plans
8. Manage the Program Flow and conduct of trainings/workshop sessions for the CPBD Department on the following:
  - a. How to effectively organize and achieve the objectives of strategic and corporate planning sessions
  - b. Orientation and application of the Kaplan and Norton's Balance Scorecard
  - c. Strengthening TPB's Performance Monitoring and Reporting System and enhancement of the Strategic Performance Management System by developing set of mandatory performance indicators/targets at the Office, Division and

Individual Employee levels aligned with the corporate performance management framework, with an output policy issuance with forms and mechanisms for effective implementation

d. Facilitate the CPBD Department Planning Workshop for FY 2023.

9. Conduct three (3) pocket planning sessions (2-days each) separately with the Marketing and Promotions Sector, Corporate Affairs Sector and Line Departments to reassess respective crafted work and financial plans for FY 2023 to define tactical campaigns and activities and procurement calendar for implementation in detail.

10. Submit a Synthesis Engagement Terminal Report covering the proceedings of the workshops, outputs during the activities and meetings, final audit/gap analysis report and recommendations on how to sustain and implement the learnings gained or any immediate “next steps”.

**ELIGIBILITY REQUIREMENTS**

1. The Bidder must be a Filipino-owned and registered company in the Philippines engaged in the business of training facilitation or similar engagements for the last five (5) years;
2. The Bidder must have a minimum of three (3) years’ experience in conducting and facilitating competency and QMS based planning workshops and interventions in the private and government sectors including ISO 9001:2015 consultancy work;
3. All key personnel to be assigned to the project shall have:
  - relevant work experience in conducting and facilitating planning workshops and interventions in the private and government sectors, and
  - extensive working knowledge on competency-based Performance Management System, the GCG-prescribed Performance Scorecard; and shall have recently assisted a government agency in the establishment of its Corporate and Functional Quality Objectives and/or Annual Planning
  - The relevant work experience and extensive working knowledge shall be as follows:

Key Personnel	Minimum Years of Relevant Experience
Lead Facilitator/s	five (5) years
Subject Matter Experts	three (3) years
Project Manager	three (3) years
Admin/Support Staff	three (3) years

	<p>4. Further, the Subject Matter Expert/s shall preferably has/have qualifications as follows:</p> <table border="1" data-bbox="363 297 1145 521"> <thead> <tr> <th data-bbox="363 297 727 338">Subject Matter</th> <th data-bbox="727 297 1145 338">SME Qualification</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 338 727 412">Performance Management</td> <td data-bbox="727 338 1145 412">Certified Performance Management Professional</td> </tr> <tr> <td data-bbox="363 412 727 521">Risk Management</td> <td data-bbox="727 412 1145 521">Established familiarity with ISO 31000 Risk Management Guidelines</td> </tr> </tbody> </table> <p><i>If the Consultant is working as a single entity, then he/she must have accumulated the combined minimum work experience required of the lead and key personnel.</i></p> <p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable</li> <li>Company Profile</li> <li>List of ongoing and completed government and private contract for the <b>last five (5) years</b> whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract</li> <li>CV of the Key Personnel using TPF6 Form, the document need not be notarized</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor’s permit</li> <li>Business/Income Tax Return Certificate</li> <li>Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>▪ Technical Specifications</li> <li>▪ Revised Omnibus Sworn Statement</li> <li>▪ TPF6 Form</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>▪ <b>All entries must be typewritten in your company letterhead.</b></li> <li>▪ <b>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</b></li> </ul>	Subject Matter	SME Qualification	Performance Management	Certified Performance Management Professional	Risk Management	Established familiarity with ISO 31000 Risk Management Guidelines		
Subject Matter	SME Qualification								
Performance Management	Certified Performance Management Professional								
Risk Management	Established familiarity with ISO 31000 Risk Management Guidelines								
Terms	As stated								
Delivery	As stated								
ABC	PhP950,000.00 inclusive of applicable taxes								

Please submit your **quotation** 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: **QMS Planning\_ <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**  
23 Sept. 2022

Acting Head, Procurement and General Services Division  
Administrative Department