

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

### SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) TO CONDUCT THE QUARTERLY MEMBERS’ CHAT

ITEM NO.	SPECIFICATION			STATEMENT OF COMPLIANCE “Comply” or “Not Comply”
1.	12 July 2023	The ABC’s of B2B		
	11 August 2023	Social Media Marketing Techniques		
	10 November 2023	Sales Pitching 101		
2.	<b>Pre-session:</b> Must submit a proposed course outline, roster of subject matter experts (minimum of 2 per session) and host/moderator with their respective Curriculum Vitae, and posted design for the TPB’s selection/approval.			
3.	Development, management and handling of participants’ online registration, confirmation and attendance via Zoom platform.			
4.	Sending electronic direct mail to the participants providing meeting link, on demand/recorded sessions, etc.			
5.	<b>In-session:</b> Provision of one (1) meeting host/moderator and program management team to handle the online meeting/learning sessions using the zoom platform			
6.	Conduct of a mini raffle draw			
7.	Provision of one (1) major raffle prize per meeting (total of 3) - 3D/2N hotel/resort accommodation (standard or deluxe category) for two (2) with breakfast at a TPB member establishment, in the form of travel vouchers worth PHP 20,000.00 each. Location (province/city) shall be at the winners’ option provided that the cost is within the indicated budget. Validity should be not less than one (1) year from the date of issuance of the voucher.			
8.	Provision of two (2) minor raffle prizes per meeting (total of 6) - travel-related products worth PhP3,000.00 each including the delivery of the products.			

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9.	<b>Post-session (for every session implemented):</b> Preparation and dissemination of e-certificates of attendance. *design and specifications are subject to the approval of TPB.										
10.	Dissemination of copy of presentations and recorded sessions										
11.	Provision of consolidated output of photo, video/raw recordings, and other documentations of the whole learning session one week after each session stored in a USB/hard drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB Project Officer).										
12.	Administration of post-event evaluation (template to be provided by TPB) and preparation of summary and evaluation.										
13.		<table><tr><th>Session/s</th><th>Date</th></tr><tr><td>Session 1</td><td>12 July 2023</td></tr><tr><td>Session 2</td><td>11 August 2023</td></tr><tr><td>Session 3</td><td>10 November 2023</td></tr></table>	Session/s	Date	Session 1	12 July 2023	Session 2	11 August 2023	Session 3	10 November 2023	
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<b>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</b>											
14.	Submit a list of completed virtual learning sessions using the Zoom platform similar and relevant to the above-mentioned topics 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)										
15.	Submit a customized proposal tailor-fit (not generic) to the audience’s needs and objectives including course outline.										
16.	Submit a roster of subject matter experts (one per session) and host/moderator (one per session) for TPB to choose from with their respective Curriculum Vitae.										
17.	Submit proof of licensed zoom account that will host the entire online meeting/training.										
18.	With at least 3 years’ experience in conducting learning sessions.										
19.	<b>TERMS OF PAYMENT</b> <table><tr><th>OUTPUT / MILESTONE</th><th>PAYMENT AMOUNT</th></tr><tr><td>1. Upon approval by TPB of timeline/Gantt Chart 2. Upon approval by TPB of proposed course outline, identified subject matter expert and poster design for approval of the end-user</td><td>15% of the total contract price</td></tr></table>		OUTPUT / MILESTONE	PAYMENT AMOUNT	1. Upon approval by TPB of timeline/Gantt Chart 2. Upon approval by TPB of proposed course outline, identified subject matter expert and poster design for approval of the end-user	15% of the total contract price					
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		3. Upon completion of the 1 <sup>st</sup> Run and its post-meeting requirements	35% of the total contract price		
		4. Upon completion of 2 <sup>nd</sup> and 3 <sup>rd</sup> Runs and their post-meeting requirements	40% of the total contract price		
		5. Upon submission of post-event report	10% of the total contract price		
		<b>TOTAL</b>	<b>100%</b>		
<b>20.</b>	“Send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.				
<b>21.</b>	<b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.				

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Name and signature of prospective bidder / Date