

REQUEST FOR QUOTATION

Certificate No. PHP QMS 21 93 0061

05 May 2023

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

Quotation No. TPB-PR.2023.05.077

PR No. 5.002

REQUIREMENTS: SERVICES PROVIDER FOR THE 2023 TPB TEAM BUILDING ACTIVITY

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p>Concept: Wellness Activity No. of Participants: 170 pax Venue: Batangas, Subic or Bataan Date: 01-03 June 2023 *Indicative Date</p> <ol style="list-style-type: none"> Provision of Resource Speaker/ Program Facilitator based on the topic provided by TPB with the following qualifications: <ul style="list-style-type: none"> Knowledgeable in any type of wellness interventions Have conducted at least 5 similar interventions for the past 5 years With relevant certifications/ license in wellness Provision of the following: <ul style="list-style-type: none"> Dedicated Program Coordinator/ Program Assistant that will assist during the session Session supplies and materials Deliverables: <ul style="list-style-type: none"> <u>Pre-Session:</u> <ol style="list-style-type: none"> Submit Customized Program Outline subject for approval; Submit Poster Announcement or Teaser video via google drive for review and approval <u>In-Session:</u> <ol style="list-style-type: none"> Program facilitation; 	PhP150,000.00	PhP150,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

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	<p>2. Synthetization of the result of the activity/program before the end of the session</p> <ul style="list-style-type: none"> ▪ <u>Post-session (10 working days after the session for facilitation of payment):</u> Provide soft copies of certificates signed by the Resource Speaker via google drive Submit Post-program/ terminal reports via email to TPB Project Officer for review and approval <p>4. Submit raw and edited file recordings of the whole session via google drive -Submit 1-2 minute video highlights of the session via google drive.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Submit list of programs conducted for the past 3 years with private and government offices with a brief description and amount of contract. Indicate whether face to face or virtual. 4. For government offices, must submit at least one of the following: Notice of Award (NOA), Purchase Order (P.O.), Event Contract, and/or Notice to Proceed (NTP); 5. Submit list with Curriculum Vitae of Resource Speaker/ Program Facilitator and assistants who will synthesize the activities. 6. Statement of acceptability of the schedule of the Scope of Deliverables. <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Terms of Reference 		
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	Note: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP150,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **12 May 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that 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.


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

Contact Person
Contact No.

(MISS) GENESIS WEIYN B. LEE
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