

REQUEST FOR QUOTATION

15 May 2023

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

Quotation No. TPB-PR.2023.05.085

PR No. 5.007

REQUIREMENTS: **SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC)
TO CONDUCT THE QUARTERLY MEMBERS' CHAT**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount						
1 LOT	SCOPE OF WORK/SERVICES:	PhP450,000.00	PhP450,000.00						
	<table><tr><td>June 2023</td><td>The ABC’s of B2B</td></tr><tr><td>August 2023</td><td>Social Media Marketing Techniques</td></tr><tr><td>November 2023</td><td>Sales Pitching 101</td></tr></table>			June 2023	The ABC’s of B2B	August 2023	Social Media Marketing Techniques	November 2023	Sales Pitching 101
	June 2023			The ABC’s of B2B					
	August 2023			Social Media Marketing Techniques					
	November 2023			Sales Pitching 101					
Pre-session: <ul style="list-style-type: none">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.Development, management and handling of participants’ online registration, confirmation and attendance via Zoom platform.Sending electronic direct mail to the participants providing meeting link, on demand/recorded sessions, etc.									
In-session: <ul style="list-style-type: none">Provision of one (1) meeting host/moderator and program management team to handle the online meeting/learning sessions using the zoom platformConduct of a mini raffle drawProvision 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.									

TOURISM PROMOTIONS BOARD PHILIPPINES

	<ul style="list-style-type: none">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. <p>Post-session (for every session implemented):</p> <ul style="list-style-type: none">Preparation and dissemination of e-certificates of attendance. *design and specifications are subject to the approval of TPB.Dissemination of copy of presentations and recorded sessionsProvision 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).Administration of post-event evaluation (template to be provided by TPB) and preparation of summary and evaluation. <table border="1"><thead><tr><th>Session/s</th><th>Indicative Project Implementation Date</th></tr></thead><tbody><tr><td>Session 1</td><td>28 June 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></tbody></table> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none">Company ProfileSEC/DTI Registration CertificateSubmit 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:<ol style="list-style-type: none">Notice of Award (NOA)Purchase Order (P.O.)Event Contract, and/or Notice to Proceed (NTP)Submit a customized proposal tailor-fit (not generic) to the audience's needs and objectives including course outline.Submit a roster of subject matter experts (one per session) and host/moderator (one per session) for TPB to choose from with their respective <u>Curriculum Vitae</u>.Submit proof of licensed zoom account that will host the entire online meeting/training.Submit proof of evidence with at least 3 years' experience in conducting learning sessions.	Session/s	Indicative Project Implementation Date	Session 1	28 June 2023	Session 2	11 August 2023	Session 3	10 November 2023		
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	<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. Technical Specifications 2. Statement of Compliance to the Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 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 PhP450,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **22 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.

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