

December 29, 2023

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2023-12-376

**PR No.** 11.053

**Requirements :** **Service Provider for the Resource/Motivational Speaker for the TPB 2024 Learning Over Lunch (LOL) (3<sup>rd</sup> Posting)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)								
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>1. Provision of the following:</p> <ul style="list-style-type: none"><li>Resource/Motivational Speaker that is knowledgeable and can synthesize the session vis-à-vis the set objectives based on the topic “I L.E.A.P. – I Love, I Excel, I Achieve, I Prosper”</li><li>At least one (1) dedicated Program Coordinator / Program Assistant</li><li>Program supplies and materials</li></ul> <p>2. Price quotation is Inclusive of relevant fees such as transportation, parking, and other expenses to be incurred by the Service Provider, Resource Speaker, and their representatives.</p> <p>3. Must be able to offer customized content and programs that are tailor-fit to TPB’s needs and objectives (not generic, one-size-fits-all materials)</p> <p><b>CRITERIA FOR DETERMINING THE RESPONSIVENESS</b></p> <table><tr><th>Criteria</th><th>Weight (%)</th></tr><tr><td>Qualification of Resource Speaker who will be assigned to the Project</td><td>40%</td></tr><tr><td>Firm Experience and Capability</td><td>40%</td></tr><tr><td>Plan of Approach and Methodology</td><td>20%</td></tr></table> <p><i>*Passing Score: 85%</i></p> <p><b>Technical Proposal: 85%</b> <b>Financial Proposal: 15%</b> <b>Total: 100%</b></p> <p><b>TECHNICAL REQUIREMENTS:</b></p> <p>1. Company Profile (for new bidder)</p> <p>2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex “A”</p> <p>3. Submit a proposed outline of the talk based on the topic provided by TPB</p>	Criteria	Weight (%)	Qualification of Resource Speaker who will be assigned to the Project	40%	Firm Experience and Capability	40%	Plan of Approach and Methodology	20%		PhP200,000.00
Criteria	Weight (%)										
Qualification of Resource Speaker who will be assigned to the Project	40%										
Firm Experience and Capability	40%										
Plan of Approach and Methodology	20%										

	<p>4. Bidder should have been involved in at least three (3) engagement providing similar services in government and private offices within the last three (3) years:</p> <ul style="list-style-type: none"> <li>• For Ongoing Project – submit any of the following: Notice of Award, Notice to Proceed, or Contract</li> <li>• For Completed Project – submit Certificate of Project Completion</li> </ul> <p>5. Submit a list together with the Curriculum Vitae for the Resource Speaker who will synthesize the activities. The Resource Speaker should have conducted at least 5 similar engagements/interventions the within the last three (3) years</p> <p>6. Statement of acceptability of the schedule of the Scope of Deliverables.</p> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. BIR Certificate of Registration</li> <li>4. SEC/DTI Certificate of Registration</li> <li>5. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications Annex "A"</li> <li>2. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP200,000.00 inclusive of all applicable taxes.		<b>PhP200,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **08 January 2024 at 10:00 AM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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.



**ROSELLE D. ROMERO**

Acting Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo  
Contact number: 02 8525 – 7312 loc. 278



**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**  
**SERVICE PROVIDER FOR THE RESOURCE/MOTIVATIONAL SPEAKER FOR THE TPB 2024 LEARNING OVER LUNCH (LOL)**  
**TPB-RFQ 2023-12-376**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1.	Provision of the following: <ul style="list-style-type: none"> <li>Resource/Motivational Speaker that is knowledgeable and can synthesize the session vis-à-vis the set objectives based on the topic "I L.E.A.P. – I Love, I Excel, I Achieve, I Prosper"</li> <li>At least one (1) dedicated Program Coordinator/Program Assistant</li> <li>Program supplies and materials</li> </ul>	
2.	Price quotation is Inclusive of relevant fees such as transportation, parking, and other expenses to be incurred by the Service Provider, Resource Speaker, and their representatives.	
3.	Must be able to offer customized content and programs that are tailor-fit to TPB's needs and objectives (not generic, one-size-fits-all materials)	
<b>Indicative Project Implementation Schedule</b>		
1.	<b>Engagement Activity:</b> 2024 TPB Learning Over Lunch (LOL) <b>Date:</b> 12 January 2024 <b>Speaking Duration:</b> at least 2 hours, 10:00am to 12:00nn <b>No. of Participants:</b> 180 pax <b>Venue:</b> within Metro Manila Area	
<b>Terms of Payment</b>		
1.	Payment will be on a send bill arrangement to the Tourism Promotions Board.	
2.	Payment term is 30 working days upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents. The following documents should be submitted by the winning bidder for the processing of payment: <ol style="list-style-type: none"> <li>Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee addressed to:                KAREN A. PADOLINA                Acting Head                Personnel and Human Resources Development Division                Tourism Promotions Board                4/F Legaspi Towers 300, Roxas Blvd., Manila 1100  <b>Note:</b> Submission of the original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.</li> <li>Copy of Official Receipt  <b>Note:</b> Submission of the Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.</li> </ol>	
3.	Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.	
<b>Contact Duration</b>		
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Signature over Printed Name  
 of Authorized Representative

\_\_\_\_\_  
 Date