

January 30, 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2025.01.024
PR No. 01.027

Requirements: **Services of a Japanese Training Center for the Philippine Pavillon Staff for the World Expo 2025 Osaka, Japan**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Services of a Japanese Training Center for the Philippine Pavillon Staff for the World Expo 2025 Osaka, Japan</p> <p>SCOPE OF WORK/DELIVERABLES: Create a customized training course for the Philippine Expo 2025 Secretariat personnel to cover the Following topics:</p> <p>Topics</p> <ul style="list-style-type: none"> - Basic Nihongo Phrases - Social Grace - Protocols - Culture <p>No. of Pax</p> <ul style="list-style-type: none"> - 65 pax (maximum) <p>Duration</p> <ul style="list-style-type: none"> - One (1) Month <p>Mode of teaching</p> <ul style="list-style-type: none"> - Online (at least 4hrs per week) <p>Start Date</p> <ul style="list-style-type: none"> - 16 February 2025 <p>✓ Basic Nihongo Phrases: Basic essential expressions for everyday interactions.</p> <p>✓ Social Graces: Learn Basic culturally appropriate etiquette and politeness strategies.</p> <p>✓ Protocols: Understand Basic workplace and formal communications norms</p>	Php90,000.00	Php90,000.00

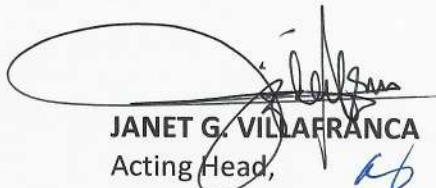
	✓ Culture: Gain insights into Japanese traditions, values, and customs.		
	The proposal and deliverables shall include the following: <ol style="list-style-type: none"> 1. Detailed course per session 2. Cost per participant 3. Certificate of attendance for each participant 		
	PROJECT IMPLEMENTATION SCHEDULE <ul style="list-style-type: none"> - The services of a Japanese training center will be from February 16 to March 15, 2025 		
	BIDDER QUALIFICATIONS <ul style="list-style-type: none"> - Must be Filipino-owned, operated, and legally registered Japanese Language Tutorial/Training Center under Philippine laws. - Must be engaged in the business as a Japanese training center for at least three (3) years. - With experience and expertise in training programs with professional track record in undertaking such tutorial services. (Bidders to submit list of clients served for the last three (3) years)		
	ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS <ol style="list-style-type: none"> a. Company profile (New Supplier only) b. SEC/DTI Registration Certificate LEGAL REQUIREMENT: <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's /Business Permit (2025) c. BIR Registration (TIN No.) d. Statement of Compliance to the Technical Specification (Annex "A") e. Omnibus Sworn Statement (Annex "B") ATTACHMENTS: <ol style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") b. Omnibus Sworn Statement (Annex "B") 		

	NOTE: 1. Quotation - All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms	PAYMENT SCHEDULE <ul style="list-style-type: none"> - Payment shall be made within 30 working days and shall be initiated upon certification by the end-user of satisfactory completion and issuance of billing statements accompanied by supporting documents by the winning bidder. Payment must be made in accordance with the prevailing accounting and auditing rules and regulations. - Send bill arrangements to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements. ROSELLE D. ROMERO Acting Head Property Management and General Services Division Administrative Department 6/F, Five E-Com Center, Harbor Drive Mall of Asia Complex, Pasay City, 1300 <ul style="list-style-type: none"> - The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the winning bidder. 		
	Project Officer Name : Wendy A. Fajardo Contact No. : 0919 855 0095 Email : wendy_fajardo@tpb.gov.ph		
ABC	The approved budget for the contract (ABC) is Php90,000.00 inclusive of applicable taxes		

Please submit your **quotation and Legal Documents** enumerated above, duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **6 February 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery to the Procurement Management Division, Finance Department, Tourism Promotions Board, 6th Floor, Five E-Com Center, Harbord Drive, Mall of Asia Complex, Pasay City

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.

A handwritten signature in black ink, appearing to read 'Janet G. Villafranca', is written over a horizontal line. To the left of the signature is a large, hand-drawn oval. To the right of the signature is a small blue mark that looks like the letters 'RB'.

JANET G. VILLAFRANCA
Acting Head,
Procurement Management Division
Finance Department

Contact person: Jose T. Ducusin, Jr

STATEMENT OF COMPLIANCE WITH TECHNICAL SPECIFICATION			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance (comply /not comply)
A.	Services of a Japanese Training Center for the Philippine Pavillon Staff for the World Expo 2025 Osaka, Japan	1 lot	
	SCOPE OF WORK/DELIVERABLES: Create a customized training course for the Philippine Expo 2025 Secretariat personnel to cover the Following topics: Topics <ul style="list-style-type: none"> - Basic Nihongo Phrases - Social Grace - Protocols - Culture No. of Pax <ul style="list-style-type: none"> - 65 pax (maximum) Duration <ul style="list-style-type: none"> - One (1) Month Mode of teaching <ul style="list-style-type: none"> - Online (at least 4hrs per week) Start Date <ul style="list-style-type: none"> - 16 February 2025 <ul style="list-style-type: none"> ✓ Basic Nihongo Phrases: Basic essential expressions for everyday interactions. ✓ Social Graces: Learn Basic culturally appropriate etiquette and politeness strategies. ✓ Protocols: Understand Basic workplace and formal communications norms ✓ Culture: Gain insights into Japanese traditions, values, and customs. 		
	The proposal and deliverables shall include the following: <ol style="list-style-type: none"> 1. Detailed course per session 2. Cost per participant 3. Certificate of attendance for each participant 		

	PROJECT IMPLEMENTATION SCHEDULE The services of a Japanese training center will be from February 16 to March 15, 2025		
	BIDDER QUALIFICATIONS <ul style="list-style-type: none"> - Must be Filipino-owned, operated, and legally registered Japanese Language Tutorial/Training Center under Philippine laws. - Must be engaged in the business as a Japanese training center for at least three (3) years. - With experience and expertise in training programs with professional track record in undertaking such tutorial services. - (Bidders to submit list of clients served for the last three (3) years 		

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____,
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Iurat]

[Format shall be based on the latest Rules on Notarial Practice]