

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025-02-038

PR No. 02.025

Requirements: TRAINING SERVICE PROVIDER FOR 2025 IN-HOUSE LEARNING SESSIONS LOTS 1 and 2

Quantity	Item/Description	Estimated Unit Price (PhP)	Total Cost (PhP)
2 Lots	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Training Service Provider for the conduct of the following 2025 In-House Learning Sessions:</p> <ul style="list-style-type: none"> Lot 1: Training on Protocol and Social Graces Dates: 05-06 March 2025 Platform/ Venue: Face-to-Face/ Metro Manila area No. of Pax: 30 Lot 2: Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service Dates: 08, 15, and 22 March 2025 Platform/Venue: Face-to-Face/ Metro Manila area No. of Pax: 20 <ol style="list-style-type: none"> Submit a customized proposal tailor-fit to the organization's needs and objectives – not generic, one-size-fits-all materials including: <ol style="list-style-type: none"> Course outline List of key persons involved with respective work assignments during preparation and actual learning session and curriculum vitae Bidder must submit evaluation instrument to measure the effectiveness of the learning intervention and improvement of participants. Pre-Session: <ol style="list-style-type: none"> Must submit a proposed course outline for approval of the end-user Poster Announcement Pre-approved evaluation instrument to be used by supervisors to measure the effectiveness/ application of the learning intervention and evaluate improvement of the participants after 6 months In-Session: <ol style="list-style-type: none"> Administer pre-test and post-tests within the learning sessions; Training Coordinator and Learning Service Provider Training handouts, supplies and materials <p>*For Lot 1 Training on Protocol and Social Graces, provision of items/ materials for the table etiquette such as wine, cheese, etc.</p> 	<p>PhP350,000.00</p> <p>PhP360,000.00</p>	<p>PhP710,000.00</p>

	<div>5. Post-session:<div><div>a. Provision of certificates</div><div>b. Submission of post-program/terminal reports</div></div></div> <div>6. Bidder must be able to provide the following based on the stated specifications:<div><div>a. For Lot 1 Training on Protocol and Social Graces, the resource speaker/ subject matter expert must have at least three (3) years of relevant experience as a Consultant for Protocol and VVIP Courtesies for various Philippine government hosting of international events and conferences and has conducted at least five (5) sessions related to the topic.</div><div>b. For Lot 2 Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service, the qualified resource speaker/ subject matter expert/s must have at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic.</div><div>c. Training Coordinator (Lots 1 and 2)</div></div></div> <div>7. Bidder must provide list of key persons involved with respective work assignments during preparation and actual learning session such as Learning Service Provider, Training Coordinator, project management team (if applicable) and the like, with their curriculum vitae.</div>											
	<div><div>PROJECT IMPLEMENTATION SCHEDULE</div><table><tr><th>Lot</th><th>Learning Session Title</th><th>Indicative Date</th></tr><tr><td>Lot 1</td><td>Training on Protocol and Social Graces</td><td>05-06 March 2025</td></tr><tr><td>Lot 2</td><td>Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service</td><td>08, 15, and 22 March 2025</td></tr></table></div> <div><div>ADDITIONAL TECHNICAL REQUIREMENTS</div><div>1. Submit evaluation instrument to be used by supervisors after 6 months to measure the application of learning of the participants based on the abovementioned rationale, objectives and the expected output/ outcome</div><div>2. Submit a list of qualified subject matter experts with their respective Curriculum Vitae based on the stated topics;</div><div>3. Submit a list of completed projects for the past 3 years in the private and government offices with a brief description and amount of contract. For government offices, must submit at least one of the following:<div><div>a. Notice of Award (NOA)</div><div>b. Purchase Order (P.O.)</div><div>c. Event Contract, and/or Notice to Proceed (NTP);</div></div></div></div> <div><div>QUALIFICATION OF BIDDER</div><div>Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices. Must submit company profile.</div></div>	Lot	Learning Session Title	Indicative Date	Lot 1	Training on Protocol and Social Graces	05-06 March 2025	Lot 2	Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service	08, 15, and 22 March 2025		
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	LEGAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement ATTACHMENTS: <ol style="list-style-type: none"> 1. Statement of Compliance 2. Omnibus Sworn Statement 3. Technical Specifications/ Terms of Reference NOTE: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP710,000.00 inclusive of service charge and all applicable taxes.		PhP710,000.00

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address [ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph) not later than **26 February 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

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.



JANET G. VILAFRANCA
Acting Head
Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

TRAINING SERVICE PROVIDER FOR 2025 IN-HOUSE LEARNING SESSIONS LOTS 1 and 2

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 Bidder Bid and cross-referenced to that evidence. 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 may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	SCOPE OF WORK/ SERVICES/ DELIVERABLES Training Service Provider for the conduct of the following 2025 In-House Learning Sessions: <ul style="list-style-type: none"> • Lot 1: Training on Protocol and Social Graces Dates: 05-06 March 2025 Platform/ Venue: Face-to-Face/ Metro Manila area No. of Pax: 30 • Lot 2: Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service Dates: 08, 15, and 22 March 2025 Platform/Venue: Face-to-Face/ Metro Manila area No. of Pax: 20 	
2	Submit a customized proposal tailor-fit to the organization’s needs and objectives – not generic, one-size-fits-all materials including: <ol style="list-style-type: none"> a. Course outline b. List of key persons involved with respective work assignments during preparation and actual learning session and curriculum vitae 	
3	Bidder must submit evaluation instrument to measure the effectiveness of the learning intervention and improvement of participants.	
4	Pre-Session: <ol style="list-style-type: none"> a. Must submit a proposed course outline for approval of the end-user b. Poster Announcement c. Pre-approved evaluation instrument to be used by supervisors to measure the effectiveness/ application of the learning intervention and evaluate improvement of the participants after 6 months 	
5	In-Session: <ol style="list-style-type: none"> a. Administer pre-test and post-tests within the learning sessions; b. Training Coordinator and Learning Service Provider c. Training handouts, supplies and materials *For Lot 1 Training on Protocol and Social Graces, provision of items/ materials for the table etiquette such as wine, cheese, etc. 	
6	Post-session: <ol style="list-style-type: none"> a. Provision of certificates b. Submission of post-program/terminal reports 	
7	Bidder must be able to provide the following based on the stated specifications: <ol style="list-style-type: none"> a. For Lot 1 Training on Protocol and Social Graces, the resource speaker/ subject matter expert must have at least three (3) years of relevant 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	<p>experience as a Consultant for Protocol and VVIP Courtesies for various Philippine government hosting of international events and conferences and has conducted at least five (5) sessions related to the topic.</p> <p>b. For Lot 2 Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service, the qualified resource speaker/ subject matter expert/s must have at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic.</p> <p>c. Training Coordinator (Lots 1 and 2)</p>										
8	Bidder must provide list of key persons involved with respective work assignments during preparation and actual learning session such as Learning Service Provider, Training Coordinator, project management team (if applicable) and the like, with their curriculum vitae.										
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11	2. Submit a list of qualified subject matter experts with their respective Curriculum Vitae based on the stated topics;										
12	<p>3. Submit a list of completed projects for the past 3 years in the private and government offices with a brief description and amount of contract. For government offices, must submit at least one of the following:</p> <p>a. Notice of Award (NOA)</p> <p>b. Purchase Order (P.O.)</p> <p>c. Event Contract, and/or Notice to Proceed (NTP);</p>										
13	<p>QUALIFICATION OF BIDDER</p> <p>Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices. Must submit company profile.</p>										

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

[Jurat]

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

TECHNICAL SPECIFICATIONS

ENGAGEMENT OF TRAINING SERVICE PROVIDER FOR 2025 IN-HOUSE LEARNING SESSIONS

I. BACKGROUND

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) will conduct the following in-house training:

Unit	Learning Session Title	Indicative Dates	Platform/ Venue	No. of Pax
Lot 1	Training on Protocol and Social Graces	05-06 March 2025	Face-to-Face / Metro Manila Area	30
Lot 2	Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service	08, 15, and 22 March 2025		20

II. OBJECTIVES

Learning Session Title	Rationale	Objectives	Expected Output/ Outcome
Lot 1 Training on Protocol and Social Graces	An in-house workshop designed to equip participants with the necessary knowledge and skills to navigate and conduct themselves appropriately in official and diplomatic settings. This knowledge is valuable for those involved in organizing or participating in official functions.	<ol style="list-style-type: none"> To familiarize participants with the coordinative flow of the preparation and implementation of Official and Diplomatic engagements; Identify the role and functions of Protocol within ceremonial functions of the institution; and, To improve project implementation competency of the participants 	<ol style="list-style-type: none"> Deeper understanding of official and diplomatic protocol, including proper etiquette, forms of address, and behavior in various official settings. Increased confidence and professionalism. Enhanced participants' interpersonal skills, including communication, cultural sensitivity, and conflict resolution.
Lot 2 Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service	As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a learning session on Road Safety, Vehicle Maintenance and Troubleshooting, and Customer Service to improve the competency of TPB personnel specifically those involved in transporting official passengers and cargos and maintaining official vehicles.	<p>Road Safety:</p> <ol style="list-style-type: none"> Review participants on pertinent laws relevant to road safety and driving Review participants on terminologies and signages relevant to road safety and driving <p>Vehicle Maintenance and Troubleshooting:</p> <ol style="list-style-type: none"> Review participants on the general parts of a vehicle 	<ol style="list-style-type: none"> Properly maintained official vehicles Less violations and accidents encountered by identified participants Less complaints (formal/ informal) received from passengers

		<ol style="list-style-type: none"> 2. Discussion on the general maintenance steps and procedures for vehicles 3. Discussion on the commonly encountered vehicular problem 4. Conduct hands-on basic troubleshooting <p>Customer Service:</p> <ol style="list-style-type: none"> 1. Review proper grooming and hygiene 2. Review proper interaction with passengers in different scenarios 3. Review proper reporting to concerned authorities 	
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III. SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES

Lot	Learning Session Title	Specifications/ Scope of Work/ Services/ Deliverables
Lot 1	Training on Protocol and Social Graces	<ol style="list-style-type: none"> 1. Submit a customized proposal tailor-fit to the organization's needs and objectives – not generic, one-size-fits-all materials including: <ol style="list-style-type: none"> a. Course outline b. List of key persons involved with respective work assignments during preparation and actual learning session and curriculum vitae 2. Bidder must submit evaluation instrument to measure the effectiveness of the learning intervention and improvement of participants. 3. Pre-Session: <ol style="list-style-type: none"> a. Must submit a proposed course outline for approval of the end-user b. Poster Announcement c. Pre-approved evaluation instrument to be used by supervisors to measure the effectiveness/ application of the learning intervention and evaluate improvement of the participants after 6 months 4. In-Session: <ol style="list-style-type: none"> a. Administer pre-test and post-tests within the learning sessions; b. Training Coordinator and Learning Service Provider c. Training handouts, supplies and materials <p>*For Lot 1 Training on Protocol and Social Graces, provision of items/ materials for the table etiquette such as wine, cheese, etc.</p> 5. Post-session: <ol style="list-style-type: none"> a. Provision of certificates b. Submission of post-program/terminal reports
Lot 2	Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service	

		<p>6. Bidder must be able to provide the following based on the stated specifications:</p> <ul style="list-style-type: none"> - For Lot 1 Training on Protocol and Social Graces, the resource speaker/ subject matter expert must have at least three (3) years of relevant experience as a Consultant for Protocol and VVIP Courtesies for various Philippine government hosting of international events and conferences and has conducted at least five (5) sessions related to the topic - For Lot 2 Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service, the qualified resource speaker/ subject matter expert/s must have at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic. <p>7. Training Coordinator for Lots 1 and 2</p> <p>8. Bidder must provide list of key persons involved with respective work assignments during preparation and actual learning session such as Learning Service Provider, Training Coordinator, project management team (if applicable) and the like, with their curriculum vitae</p>
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IV. PROJECT IMPLEMENTATION SCHEDULE

Lot	Learning Session Title	Indicative date
Lot 1	Training on Protocol and Social Graces	05-06 March 2025
Lot 2	Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service	08, 15, and 22 March 2025

V. ADDITIONAL TECHNICAL REQUIREMENTS

Lot	Learning Session Title	Additional Technical Requirements
Lot 1	Training on Protocol and Social Graces	<p>1. Submit evaluation instrument to be used by supervisors after 6 months to measure the application of learning of the participants based on the abovementioned rationale, objectives and the expected output/ outcome</p> <p>2. Submit a list of qualified subject matter experts with their respective Curriculum Vitae based on the stated topics;</p> <p>3. Submit a list of completed projects for the past 3 years in the private and government offices with a brief description and amount of contract. For government offices, must submit at least one of the following:</p> <ul style="list-style-type: none"> a. Notice of Award (NOA) b. Purchase Order (P.O.) c. Event Contract, and/or Notice to Proceed (NTP);
Lot 2	Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service	

- **QUALIFICATION OF BIDDER**

Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices. Must submit company profile.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for the following Lots is SEVEN HUNDRED TEN THOUSAND PESOS (PhP710,000.00) inclusive of all applicable fees and taxes:

Lot	Learning Session Title	Amount
Lot 1	Training on Protocol and Social Graces	PhP350,000.00
Lot 2	Seminar on Road Safety, Vehicle Troubleshooting, and Customer Service	PhP360,000.00

The winning bid shall be determined based on the lowest calculated responsive bid.

VII. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables per lot item 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:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

ROSSANDRA AMYTHEA Q. CAYAGO

Acting Head

Personnel and Human Resources Development Division

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1100 or 6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines

Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

2. Copy of Official Receipt

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.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICER'S CONTACT INFORMATION

For particulars, please contact:

Karen A. Padolina
karen_padolina@tpb.gov.ph

Bernadette B. Kalingag
bernadette_kalingag@tpb.gov.ph

Ana Kristina A. Eraga
ana_eraga@tpb.gov.ph