

18 March 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2025.03.087

PR No. 2025.03.016

Requirements: **SERVICE PROVIDER FOR THE CONDUCT OF DISASTER PREPAREDNESS SEMINAR**

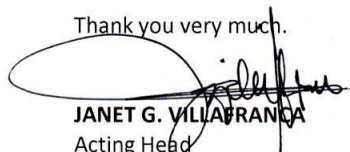
Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)												
1 lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>1. Provision of a venue with food and beverage (F&B) for 35 pax, conducive to the learning session within Manila, Pasay, Makati, or Paranaque area.</p> <p>2. Provision of Resource Person/s with at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic.</p> <p>3. Provision of F&B for 35 pax based on the following schedule:</p> <table><tr><th>Meals</th><th>Description</th><th>Time of Serving</th></tr><tr><td>AM Snack</td><td>Options of pasta or sandwich</td><td>8:00 AM – 8:45 AM</td></tr><tr><td>Lunch</td><td>Managed buffet with three (3) viands, and rice including salad and soup and dessert with one (1) round of drinks</td><td>12:00 NN – 1:00 PM</td></tr><tr><td>PM Snack</td><td>Options of pasta or sandwich</td><td>3:00 PM – 3:45 PM</td></tr></table> <p>4. Provision of at least one (1) dedicated coordinator/ assistant for close coordination for before, during and after the session requirements.</p> <p>5. Provision of learning materials (printout, soft file or online) prior to the date of the session.</p> <p>6. Provision of Certificate of Completion/ Attendance to respective participants upon confirmation of the TPB Secretariat.</p> <p>7. Submission of Post Program Report with photo documentation within five (5) working days after the session.</p> <p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none">1. Provide at least three (3) proposed venues together with the quotation2. Submit a customized proposal tailored to TPB’s objectives together with the quotation3. Submit proposed subject matter experts with their respective Curriculum Vitae based on the stated topic subject to TPB’s approval together with the quotation	Meals	Description	Time of Serving	AM Snack	Options of pasta or sandwich	8:00 AM – 8:45 AM	Lunch	Managed buffet with three (3) viands, and rice including salad and soup and dessert with one (1) round of drinks	12:00 NN – 1:00 PM	PM Snack	Options of pasta or sandwich	3:00 PM – 3:45 PM	Php280,000.00	PhP280,000.00
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	<p>QUALIFICATIONS</p> <ol style="list-style-type: none"> 1. Bidder must have at least three (3) years of experience in conducting various events and activities in government and private offices. 2. Bidder must be able to provide the following based on the stated specifications: <ul style="list-style-type: none"> - Qualified resource speaker/ subject matter expert/s with at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic - Coordinator/ Assistant <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>28 April 2025 (Monday) from 8:00 AM to 6:00 PM (inclusive of ingress and egress).</p>		
	<p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. BIR Certificate of Registration 4. Notarized Revised Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Technical Specifications <p>NOTE:</p> <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	PhP280,000.00 inclusive of all applicable fees and taxes		PhP280,000.00

Please submit your **quotation** together with the **legal and technical documents** duly signed by your authorized representative to email address kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **25 March 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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. VILLAFRAÑA
Acting Head
Procurement Management Division

Contact person: Kristine Heizelle B. Aclan