

## REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025-03-074

PR No. 03.003

**Requirements:** **SERVICE PROVIDER FOR THE TPB 2025 WOMEN'S MONTH CELEBRATION (WMC) ACTIVITIES LOTS 1 AND 2**

Quantity	Item/Description	Estimated Unit Price (PhP)	Total Cost (PhP)
2 LOTS	<b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>		
	<b>LOT 1: Be Smart, Be Safe: Safety Strategies in the Modern Times II</b>		<b>PhP55,025.00</b>
	• Provision of Safety and Protection Skills Trainer/Instructor who have conducted at least two (2) similar activities in the past two (2) years	PhP20,000.00	
	• Whole-day training session (9 AM - 5 PM)		
	• Provision of thirty pieces (30) of training mats for participants <i>*PhP240.00 x 30 pax</i>	PhP7,200.00	
	• Provision of Food and Beverages <i>*PhP265.00 x 35 pax x 3</i>	PhP27,825.00	
	- AM Snacks: Preferably Sandwich or Pasta and Coffee/Choco/ Soy Drink		
	- PM Snacks: Preferably Sandwich or Pasta and Juice/Softdrinks		
	- Packed Lunch: o Vegetable o Meat/Fish o Rice		
	• Provision of Certificates (design of certificate to be provided by the supplier, subject to TPB's approval)		
• Submission of Post Activity Report with photo and video documentation			
	<b>LOT 2: HERStories to Inspire: Empowering the Next Generation</b>		
	• Coordination with the Haven for Women DSWD as the identified beneficiary by the TPB	PhP20,000.00	<b>PhP101,600.00</b>
	• Provision of land transportation to ferry the participants to and from Museo Pambata via bus (bus rental)		
	A. Participants Transportation		
	- One (1) Unit of Bus (2018 or higher model)		
	- With comprehensive insurance		
	- Fully air-conditioned, clean, comfortable, presentable, and in good running condition		
	- Must be equipped with a fire extinguisher, provision for a cooler for water/beverage, umbrellas, and first aid kit		
	- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements		
	- Vehicles should be properly disinfected and sanitized		
	B. Driver Requirements		
	- Must be a holder of VALID Professional Driver's License		
	- With good personality and good grooming		
	- Must wear company ID all throughout the event		

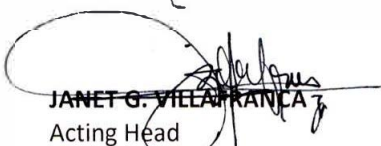
	<ul style="list-style-type: none"><li>- Must submit daily trip ticket available when on/during duty</li><li>- Driver should have strong navigation skills</li><li>- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination</li><li>- Equipped with GPS or Waze and other charge units for phones</li></ul> <p>C. Other requirements</p> <ul style="list-style-type: none"><li>- Submit the following one (1) week prior to activity schedule:<ul style="list-style-type: none"><li>a. OR and CR of the Bus to be used</li><li>b. List of Drivers and copies of LTO issued Driver’s License</li><li>c. The vehicle should not be included in the number coding hours during the date of the event</li><li>d. Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour</li><li>e. Including gasoline, parking, toll fees, driver’s meals, overtime pay and other incidental costs</li></ul></li><li>• Coordination with Museo Pambata including event details, program, reservation, tour, etc.</li><li>• Meals for Participants for a maximum of 40 participants</li><li>• HERizon Cream Shirt for Kids (20 pax)<ul style="list-style-type: none"><li>- Fabric: Cotton</li><li>- Logo: Digital Print</li><li>- Sizes: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL (Kids)</li><li>- Colors: Cream and Purple</li><li>- Design to be provided by the end-user.</li><li>- Mass production shall start upon the approval of the final sample.</li></ul></li></ul> <div data-bbox="544 1093 725 1297"></div> <ul style="list-style-type: none"><li>• Tokens for Kids (20 pax)<ul style="list-style-type: none"><li>- Proposal and samples (at least a photo) must be submitted and approved before mass production</li></ul></li></ul>	<p>PhP21,600.00</p> <p>PhP40,000.00</p> <p>PhP10,000.00</p> <p>PhP10,000.00</p>														
<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <table><tr><th>LOT</th><th>ACTIVITY/ITEM</th><th>DATE OF IMPLEMENTATION/ DELIVERY</th></tr><tr><td rowspan="2">1</td><td>Be Smart, Be Safe: Safety Strategies in the Modern Times II</td><td rowspan="2">21 March 2025 (Friday) TPB Activity Rooms</td></tr><tr><td>Yoga Mats</td></tr><tr><td rowspan="2">2</td><td>HERStories to Inspire: Empowering the Next Generation</td><td>Event Date: 01 April 2025 (Tuesday) Museo Pambata, Pasay City</td></tr><tr><td>HERizon Shirt for Kids</td><td>21 March 2025 (Friday)</td></tr></table> <p>Delivery at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300.</p>			LOT	ACTIVITY/ITEM	DATE OF IMPLEMENTATION/ DELIVERY	1	Be Smart, Be Safe: Safety Strategies in the Modern Times II	21 March 2025 (Friday) TPB Activity Rooms	Yoga Mats	2	HERStories to Inspire: Empowering the Next Generation	Event Date: 01 April 2025 (Tuesday) Museo Pambata, Pasay City	HERizon Shirt for Kids	21 March 2025 (Friday)		
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	<b>ADDITIONAL TECHNICAL REQUIREMENTS</b>  <b>Qualifications for Bidder</b> <ul style="list-style-type: none"> <li><b>For Events Management Company</b></li> </ul> <ol style="list-style-type: none"> <li>Bidder must have at least two (2) years of experience in organizing events in government and private offices and must submit their company profile as proof.</li> <li>Bidder must submit a price quotation based on the above deliverables inclusive of other applicable costs.</li> <li>Bidder must submit the Curriculum Vitae of the proposed resource persons/trainers subject to the approval of TPB.</li> <li>Final actual proposal of the winning bidder inclusive of but not limited to menus, resource persons, program flow, and items to be included in the self-care kit must be presented to the end user's approval.</li> </ol> <b>LEGAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>Mayor's/ Business Permit</li> <li>PhilGEPS Registration Number/ Certificate</li> <li>BIR Certificate of Registration</li> <li>Notarized Omnibus Sworn Statement</li> </ol> <b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>Statement of Compliance</li> <li>Omnibus Sworn Statement</li> <li>Technical Specifications/ Terms of Reference</li> </ol> <b>NOTE:</b> <ol style="list-style-type: none"> <li>All entries must be typewritten in your company letterhead. Price validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP156,625.00 inclusive of all applicable fees and taxes.		<b>PhP156,625.00</b>

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 **17 March 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. VILLANUEVA**  
Acting Head  
Procurement Management Division

**Contact person:** Ada Cruz


# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SERVICE PROVIDER FOR THE TPB 2025 WOMEN'S MONTH CELEBRATION (WMC) ACTIVITIES 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	<p><b>SCOPE OF WORK/ SERVICES/ DELIVERABLES</b></p> <p><b>LOT 1 – Be Smart, Be Safe: Safety Strategies in the Modern Times II</b></p> <ul style="list-style-type: none"> <li>Provision of Safety and Protection Skills Trainer/Instructor who have conducted at least two (2) similar activities in the past two (2) years</li> <li>Whole-day training session (9 AM - 5 PM)</li> <li>Provision of thirty pieces (30) of training mats for participants *PhP240.00 x 30 pax</li> <li>Provision of Food and Beverages *PhP265.00 x 35 pax x 3 <ul style="list-style-type: none"> <li>AM Snacks: Preferably Sandwich or Pasta and Coffee/Choco/ Soy Drink</li> <li>PM Snacks: Preferably Sandwich or Pasta and Juice/Softdrinks</li> <li>Packed Lunch: <ul style="list-style-type: none"> <li>Vegetable</li> <li>Meat/Fish</li> <li>Rice</li> </ul> </li> </ul> </li> <li>Provision of Certificates (design of certificate to be provided by the supplier, subject to TPB's approval)</li> <li>Submission of Post Activity Report with photo and video documentation</li> </ul>	
2	<p><b>LOT 2 – HERStories to Inspire: Empowering the Next Generation</b></p> <ul style="list-style-type: none"> <li>Coordination with the Haven for Women DSWD as the identified beneficiary by the TPB</li> <li>Provision of land transportation to ferry the participants to and from Museo Pambata via bus (bus rental) <ul style="list-style-type: none"> <li>A. Participants Transportation <ul style="list-style-type: none"> <li>One (1) Unit of Bus (2018 or higher model)</li> <li>With comprehensive insurance</li> <li>Fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>Must be equipped with a fire extinguisher, provision for a cooler for water/beverage, umbrellas, and first aid kit</li> <li>Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements</li> <li>Vehicles should be properly disinfected and sanitized</li> </ul> </li> <li>B. Driver Requirements <ul style="list-style-type: none"> <li>Must be a holder of VALID Professional Driver's License</li> <li>With good personality and good grooming</li> <li>Must wear company ID all throughout the event</li> <li>Must submit daily trip ticket available when on/during duty</li> <li>Driver should have strong navigation skills</li> <li>Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"><li>- Equipped with GPS or Waze and other charge units for phones</li></ul> <p>C. Other requirements</p> <ul style="list-style-type: none"><li>- Submit the following one (1) week prior to activity schedule:<ul style="list-style-type: none"><li>a. OR and CR of the Bus to be used</li><li>b. List of Drivers and copies of LTO issued Driver’s License</li><li>c. The vehicle should not be included in the number coding hours during the date of the event</li><li>d. Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour</li><li>e. Including gasoline, parking, toll fees, driver’s meals, overtime pay and other incidental costs</li></ul></li><li>• Coordination with Museo Pambata including event details, program, reservation, tour, etc.</li><li>• Meals for Participants for a maximum of 40 participants</li><li>• HERizon Cream Shirt for Kids (20 pax)<ul style="list-style-type: none"><li>- Fabric: Cotton</li><li>- Logo: Digital Print</li><li>- Sizes: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL (Kids)</li><li>- Colors: Cream and Purple</li><li>- Design to be provided by the end-user.</li><li>- Mass production shall start upon the approval of the final sample.</li></ul></li></ul> <div></div> <ul style="list-style-type: none"><li>• Tokens for Kids (20 pax)</li></ul> <p>Proposal and samples (at least a photo) must be submitted and approved before mass production</p>													
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11	<b>CONTRACT DURATION</b> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

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

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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**  
**SERVICE PROVIDER FOR THE TOURISM PROMOTIONS BOARD (TPB) 2025 WOMEN'S MONTH CELEBRATION**  
**(WMC) ACTIVITIES**

**I. BACKGROUND**

In compliance with Proclamation No. 227, s. of 1988, declaring the observance of the Month of March as Women's Role in History Month, this year's Women's Month Celebration at the Tourism Promotions Board (TPB) aims to highlight four key pillars: Awareness, Health and Wellness, and Social Justice. Through meaningful and engaging activities, the celebration will honor the contributions of women while promoting holistic well-being and inclusivity within the organization.


**II. OBJECTIVES**

- To promote physical health and mental wellness among women personnel through an inclusive and supportive environment.
- To advocate for children's rights and empower the younger generation by emphasizing women's roles in nurturing and educating.

**III. SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES**

LOT	ITEM	PARTICULARS	Subtotal
1	Be Smart, Be Safe: Safety Strategies in the Modern Times II	<ul style="list-style-type: none"> <li>• Provision of Safety and Protection Skills Trainer/Instructor who have conducted at least two (2) similar activities in the past two (2) years</li> <li>• Whole-day training session (9 AM - 5 PM)</li> <li>• Provision of thirty (30) pieces of training mats for participants (Php240.00 x 30 pax)</li> <li>• Provision of Food and Beverages (PHP 265.00 x 35 pax x 3) <ul style="list-style-type: none"> <li>• AM Snacks: Preferably Sandwich or Pasta and Coffee/Choco/ Soy Drink</li> <li>• PM Snacks: Preferably Sandwich or Pasta and Juice/Softdrinks</li> <li>• Packed Lunch: <ul style="list-style-type: none"> <li>○ Vegetable</li> <li>○ Meat/Fish</li> <li>○ Rice</li> </ul> </li> </ul> </li> <li>• Provision of Certificates (design of certificate to be provided by the supplier, subject to TPB's approval)</li> <li>• Submission of Post Activity Report with photo and video documentation</li> </ul>	<b>PHP 20,000.00</b>  <b>PHP 7,200.00</b>  <b>PHP 27,825.00</b>
2	HERStories to Inspire: Empowering the Next Generation	<ul style="list-style-type: none"> <li>• Coordination with the Haven for Women DSWD as the identified beneficiary by the TPB</li> <li>• Provision of land transportation to ferry the participants to and from Museo Pambata via bus (bus rental)</li> </ul> <p>A. Participants Transportation</p> <ul style="list-style-type: none"> <li>- One (1) Unit of Bus (2018 or higher model)</li> <li>- With comprehensive insurance</li> <li>- Fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>- Must be equipped with a fire extinguisher, provision for a cooler for water/beverage, umbrellas, and first aid kit</li> </ul>	<b>PHP 20,000.00</b>

		<ul style="list-style-type: none"> <li>- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements</li> <li>- Vehicles should be properly disinfected and sanitized</li> </ul> <p>B. Driver Requirements</p> <ul style="list-style-type: none"> <li>- Must be a holder of VALID Professional Driver's License</li> <li>- With good personality and good grooming</li> <li>- Must wear company ID all throughout the event</li> <li>- Must submit daily trip ticket available when on/during duty</li> <li>- Driver should have strong navigation skills</li> <li>- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination</li> <li>- Equipped with GPS or Waze and other charge units for phones</li> </ul> <p>C. Other requirements</p> <ul style="list-style-type: none"> <li>- Submit the following one (1) week prior to activity schedule: <ul style="list-style-type: none"> <li>a. OR and CR of the Bus to be used</li> <li>b. List of Drivers and copies of LTO issued Driver's License</li> <li>c. The vehicle should not be included in the number coding hours during the date of the event</li> <li>d. Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> <li>e. Including gasoline, parking, toll fees, driver's meals, overtime pay and other incidental costs</li> </ul> </li> <li>• Coordination with Museo Pambata including event details, program, reservation, tour, etc. (Entrance Fee)</li> <li>• Meals for Participants for a maximum of 40 pax</li> <li>• HERizon Cream Shirt for Kids (20 pax) <ul style="list-style-type: none"> <li>- Fabric: Cotton</li> <li>- Logo: Digital Print</li> <li>- Sizes: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL (Kids)</li> <li>- Colors: Cream and Purple</li> <li>- Design to be provided by the end-user.</li> <li>- Mass production shall start upon the approval of the final sample.</li> </ul> </li> </ul>	<p><b>PHP 21,600.00</b></p> <p><b>PHP 40,000.00</b></p> <p><b>PHP 10,000.00</b></p>
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		 <ul style="list-style-type: none"> <li>• Tokens for Kids (20 pax)</li> <li>- Proposal and samples (at least a photo) must be submitted and approved before mass production</li> </ul>	<b>PHP 10,000.00</b>
<b>GRAND TOTAL:</b>			<b>PHP 156,625.00</b>

#### IV. PROJECT IMPLEMENTATION SCHEDULE

LOT	ACTIVITY/ITEM	DATE OF IMPLEMENTATION/DELIVERY
<b>1</b>	Be Smart, Be Safe: Safety Strategies in the Modern Times II	21 March 2025 (Friday) TPB Activity Rooms
	Yoga Mats	
<b>2</b>	HERStories to Inspire: Empowering the Next Generation	Event Date: 01 April 2025 (Tuesday) Museo Pambata, Pasay City
	HERizon Shirt for Kids	21 March 2025 (Friday)

Delivery at the TPB Office at 6<sup>th</sup> Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300.

#### V. ADDITIONAL TECHNICAL REQUIREMENTS

##### Qualifications for Bidder

##### *For Events Management Company*

Bidder must have at least two (2) years of experience in organizing events in government and private offices

1. Bidder must submit a price quotation based on the above deliverables inclusive of other applicable costs.
2. Bidder must submit the Curriculum Vitae of the proposed resource persons/trainers subject to the approval of TPB.
3. Final actual proposal of the winning bidder inclusive of but not limited to menus, resource persons, program flow, and items to be included in the self-care kit must be presented to the end user's approval.

## VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Total ABC for the following lots is **ONE HUNDRED FIFTY-SIX THOUSAND SIX HUNDRED TWENTY-FIVE PESOS (PHP 156,625.00)** inclusive of all applicable fees and taxes:

Lots	Amount
Lot 4: Be Smart, Be Safe: Safety Strategies in the Modern Times II	PhP55, 025.00
Lot 5: HERStories to Inspire: Empowering the Next Generation	PhP101,600.00

## VII. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment 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:

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

**ROSSANDRA AMYTHEA Q. CAYAGO**

Acting Head

Personnel and Human Resources Development Division

Tourism Promotions Board

6/F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300

2. Copy of Official Receipt/Invoice

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.

## 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 OFFICERS CONTACT INFORMATION

**Rossandra Amythea Q. Cayago**

amy\_cayago@tpb.gov.ph

**Bernadette B. Kalingag**

bernadette\_kalingag@tpb.gov.ph

**Karen A. Padolina**

karen\_padolina@tpb.gov.ph

**Ana Kristina Eraga**

ana\_eraga@tpb.gov.ph