

25 June 2025

REQUEST FOR PROPOSAL

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

RFP No. TPB-RFP 2025-06-175

PR No. 2025.05.030

Requirements: Consultancy Services for Technical Assistance in Enhancing and Executing the Planning Activities of the Tourism Promotions Board for CY 2025 - 2026

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><u>SCOPE OF WORK/SERVICES/DELIVERABLES</u></p> <p>Technical Assistance and Subject Matter Expertise</p> <ol style="list-style-type: none"> Provide expert advice and executive summary reports on all planned planning activities <p>Scope of the Planning Activities/Sessions</p> <ol style="list-style-type: none"> Pre-work for the Annual Mid-year Planning Catch-up: Review of Strategic Priorities and Performance Assessment Annual Mid-year Planning Catch-up: Review of Strategic Priorities and Performance Assessment Pre-work for the Operational Planning Operational Planning Departmental Planning <p>Supplementary Tailored Planning Presentations</p> <ol style="list-style-type: none"> Presentation/Seminar/Primer for the Tourism Board, TPB MANCOM, planning participant, CPBD Staff <p><u>SCOPE AND LIMITATIONS</u></p> <p>Ownership of Outputs</p> <ol style="list-style-type: none"> All reports, designs, specifications, and other documents prepared by the Consulting Firm or Individual Consultant for the TPB under this Project shall be considered the property of the TPB. These outputs shall remain exclusively under the ownership of the TPB and may be utilized as deemed necessary by the agency. <p>Prior Approvals</p> <p>The Consulting Firm or Individual Consultant shall secure the prior approval of the Procuring Entity for the following:</p> <ol style="list-style-type: none"> Schedule of activities and deliverables Accomplished forms, reports, and templates <p>Responsibilities of the Consulting Firm or Individual Consultant</p> <ol style="list-style-type: none"> The Consulting Firm or Individual Consultant shall provide all necessary supplies and materials required for the delivery of the agreed-upon services and outputs. Furthermore, the Consulting Firm or Individual Consultant shall furnish copies of all required outputs, including online file links, in 		PhP1,000,000.00

both hard copy and editable digital formats for the use of the Procuring Entity.

Support from the Procuring Entity

1. The Tourism Promotions Board (TPB) shall provide appropriate venues for meetings and learning sessions required during the implementation of the Project.

TECHNICAL RATING CRITERIA

- I. Applicable experience of the Consultant or Consulting Firm: 30%
- II. Qualifications of SMEs of the Individual Consultant or Consulting Firm who may be assigned to the job: 50%
- III. Plan of approach and methodology: 20%

Passing score: 85%

****Bidders are required to present their proposed approach for the project, with a maximum duration of 30 minutes.***

The Technical and Financial Proposals will be evaluated based on the **Quality Cost-Based Evaluation (QCBE)** method.

Technical: 85%

Financial: 15%

TOTAL: 100%

Passing score: 85%

BIDDER'S ELIGIBILITY REQUIREMENTS AND KEY PERSONNEL

1. Qualification of the Consulting Firm
 - A. Company Profile
Must be a Filipino-owned, operated, and legally registered company under Philippine laws and must have been in operation for at least the last five (5) years.
 - B. Relevant Experience
Must have successfully undertaken at least three (3) consultancy services with government organizations, private companies, or non-government organizations.
 - C. Required Key Personnel
The Consulting Firm must provide the following key personnel for the project:
 - Lead Subject Matter Expert (Project Manager)
 - Senior Subject Matter Expert
 - Coordinator/Technical Assistant
2. Qualifications of Individual Consultant
 - A. Professional Expertise
Must have experience equivalent to that of a Lead Subject Matter Expert (Project Manager), as outlined in the consulting firm's key personnel qualifications.

Lead Subject Matter Expert (Project Manager)

a. Preferably a licensed Environmental Planner

b. Must have extensive experience in preparing and facilitating various planning activities, including at least three (3) of the following:

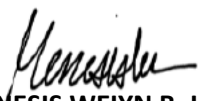
- *Risk-Based Strategic Planning*
- *Operational Planning*
- *Strategic Planning*
- *Sustainable Development*
- *Development Planning*

	<u>LEGAL REQUIREMENTS:</u> 1. Consulting Firm A. PhilGEPS Registration Certificate B. Business/Mayor's Permit C. Income/Business Tax Return D. Notarized Revised Omnibus Sworn Statement Annex "A" 2. Individual Consultant A. PhilGEPS Registration Certificate B. Income/Business Tax Return C. Notarized Revised Omnibus Sworn Statement Annex "A" <u>ATTACHMENTS:</u> 1. Revised Omnibus Sworn Statement Annex "A" 2. TPF6 Form Annex "B" <u>NOTE:</u> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable taxes and fees.		PhP1,000,000.00

Please submit your **quotation, technical, and legal** documents, duly signed by your authorized representative to email addresses: soleil.fajardo@tpb.gov.ph / bac_sec@tpb.gov.ph or to the office address **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**, not later than **02 July 2025 at 5:00 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.


GENESIS WEIYN B. LEE
Acting Head
Procurement Management Division

CONTACT PERSON : SOLEIL MOON A. FAJARDO

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]

TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.