

28 May 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.05.155
PR No. 05.040
Requirements: Service Provider for the Tourism Promotions Board (TPB) 2025 Gender Sensitivity Training (GST) with Sexual Orientation, Gender Identity, and Expression and Sex Characteristics (SOGIESC) 101

| Quantity | Item/Description | Estimated Unit Price | Total Cost (PhP) |
|----------|---|----------------------|------------------|
| 1 Lot | <p>Project: 2025 Gender Sensitivity Training (GST) with Sexual Orientation, Gender Identity, and Expression and Sex Characteristics (SOGIESC) 101 Date: 18-20 June 2025 Venue: preferably in CALABARZON No. of Pax: 35 pax</p> <p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <ul style="list-style-type: none"> RESOURCE PERSON <ul style="list-style-type: none"> One (1) Resource Person Must have conducted at least three (3) Gender Sensitivity Trainings in private or government organizations With relevant certifications related to Gender and Development from any certifying body. Must be available for an alignment meeting to discuss training needs of TPB personnel and training outline three to four (3-4) weeks before the event. Must provide copies of curriculum vitae, certificates of conducted GST training in the past, and certificates related to Gender and Development upon submission of quotation. TRAINING FACILITATOR <ul style="list-style-type: none"> One (1) Training Facilitator Must have facilitated at least two (2) Gender and Development-related trainings in private or government organizations Must be available for an alignment meeting with the resource person and the end user to discuss the program flow of the training upon the receipt of Notice of Award (NOA). Must prepare ice breaker activities/games, inclusive of materials and prizes. | PhP900,000.00 | PhP900,000.00 |

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| | <ul style="list-style-type: none"> - Must provide copies of curriculum vitae, certificates of facilitated training in the past, and certificates related to Gender and Development upon submission of quotation. <ul style="list-style-type: none"> • VENUE <ul style="list-style-type: none"> A. Availability <ul style="list-style-type: none"> - Venue must be available on the following dates: 18-20 June 2025. - The venue must be spacious and conducive to accommodate 35 pax. - Venue must be flexible with early check-in and late check-out options depending on the final itinerary. - A function hall/room must be available for set-up a day before the event. - The venue must be available for an ocular visit before the event. B. Location / Site Condition <ul style="list-style-type: none"> - Venue is outside Metro Manila, preferably in CALABARZON - 3-Star hotel/resort with a learning-conducive function hall to conduct group activities and breakout sessions - Venue must have a parking area to accommodate TPB vehicles - Provision of at least ten (10) parking passes/complimentary parking - The venue must be within close proximity to restaurants and convenience stores - With Barangay officials/security personnel who are readily available during emergencies - With a nearby hospital/clinic for use in emergencies - Presence of available first aid kits and other relevant medical supplies for use. C. Accommodation <ul style="list-style-type: none"> - 3 days and 2 nights accommodation inclusive of breakfast for 35 pax; minimum guarantee of 25 pax. - The accommodation must have at least 20 rooms with air conditioning units: 14 Twin Rooms (2 guests each) and 6 Deluxe Rooms (1 guest each, queen bed). - Must have a stable Wireless Fidelity (WiFi) connectivity and cellular phone signal - The venue must possess a reliable and stable water and electricity supply, including a backup | | |
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| | | | |
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| | <p>power generator and water source for use during interruptions.</p> <ul style="list-style-type: none"> - Function halls and rooms must be equipped with operational air conditioning units. - The venue must be well-maintained and clean, with comfortable and spacious rooms. - The accommodation package must include recreational facilities at the venue. - The venue must have a hall/area that can accommodate all participants for buffet-style meals. <p>D. Function Room</p> <ul style="list-style-type: none"> - The function room must be able to accommodate 35 people and be equipped with dressed tables and chairs. - Spacious for indoor GAD-related activities. - The following equipment must be provided: one projector and projector screen; a PA system with at least five wireless microphones; four easel boards with easel sheets; four whiteboards with markers and erasers; and pens and pads. - Tables and chairs must be provided as follows: two (2) TPB secretariat tables at the back of the room with three (3) chairs, two (2) tables for the facilitator/guest speaker at the front with two (2) chairs, and one (1) table for registration. - Electric outlets/extension cords must be provided for each table/cluster, including the registration and secretariat tables. - Designated Wi-fi access must be available within the function room. <p>• FOOD AND BEVERAGE REQUIREMENTS</p> <ul style="list-style-type: none"> - Buffet Lunch and Buffet Dinner inclusive of one round of soft drinks or iced tea for beverage (minimum of four (4) kinds of main course) - AM and PM snacks inclusive of one round of drinks/refreshments, preferably pasta with bread - Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free) - Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB. - Food to be served shall be fresh, hot and ready at least 30 minutes before each meal - Free-flowing brewed coffee and tea at the venue/function room | | |
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- Hot and cold-water dispenser at the venue/function room
- Complete set-up for buffet stations with:
 - All dinnerware and glassware necessary for the event
 - Waiters/Service personnel clad in clean uniforms
 - Buffet Table with setting
 - Clean linens with motif as specified/required for the event
 - Chairs and tables set-up during breakfast, lunch and dinner
 - Set-up ready one hour before the start of the activities

| Day | Breakfast | Am Snack | Lunch | Pm Snack | Dinner |
|-----|-----------------------------|---------------|-------------|--------------------------------|--------------|
| 1 | 6:00 A.M. <i>Onboard</i> | | 12:00 NN | 3:00 P.M. | 7:00 P.M. |
| 2 | 6:30 A.M. | 10:00 A.M. | 12:00 NN | 3:00 P.M. | 7:00 P.M. |
| 3 | 6:30 A.M. | 10:00 A.M. | 12:00 NN | 1:00 P.M. <i>Onboard</i> | |

• **TRANSPORTATION REQUIREMENTS**

A. Vehicle Requirements

- Three (3) vans or two (2) coasters (2018 model or latest).
- Comprehensive insurance.
- Fully air-conditioned, clean, presentable, and in good running condition.
- Equipped with a fire extinguisher, cooler for water/beverages, umbrellas, first aid kit, and safety kits (spray alcohol, air purifier, disinfectant spray, temperature scanner, etc.).
- Properly disinfected and sanitized.
- Equipped with GPS and charging units for phones.

B. Pick-up and Drop-off Services:

- Pick up TPB Personnel at the Legaspi Towers 300, Roxas Boulevard corner P. Ocampo St., Malate, Manila) & drop-off at the venue on 18 June 2025.
- Pick up TPB Personnel at the venue and drop off at LT300 on 20 June 2025.

C. Driver Requirements:

- Valid Professional Driver's License.

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| | <ul style="list-style-type: none"> - Must wear company ID at all times during the event. - Must submit a daily trip ticket when on duty. - Strong navigation skills. <p>D. Submission of Documents (one week before the activity):</p> <ul style="list-style-type: none"> - Official Receipt (OR) and Certificate of Registration (CR) of the van/coaster to be used. - List of drivers and copies of LTO-issued driver's licenses. <p>E. Additional Requirements:</p> <ul style="list-style-type: none"> - The vehicle should not be included in number coding hours from 18-20 June 2025. - If the vehicle experiences mechanical problems in transit, the service provider must find a replacement within one hour. - Gasoline, parking, toll fees, driver's meals, accommodation, overtime pay, and other incidental costs shall be included in the proposal. - Service Provider must ensure strict adherence to the pre-determined itinerary and designated routes and avoid unauthorized route deviations. | | |
| | <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Event: TPB 2025 Gender Sensitivity Training w/ SOGIESC 101 Date: 18-20 June 2025 (Wednesday-Friday) Time: 8:00 AM to 6:00 PM (inclusive of ingress and egress) No. of Participants: Banquet set-up for 35 pax (minimum guarantee 25 pax)</p> | | |
| | <p>ADDITIONAL TECHNICAL REQUIREMENTS: QUALIFICATION OF THE BIDDER</p> <ol style="list-style-type: none"> 1. Bidder must submit a proposal based on the above deliverables with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost upon submission of quotation. 2. Bidder must have at least two (2) years of experience in organizing events in government and private offices and must submit relevant documents for verification. 3. Non-compliance with the deliverables and indicated specifications will result in penalties, including fines, sanctions, and potential disqualification, according to existing rules. Strict adherence to specifications and protocols is required and will be monitored. | | |

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| | LEGAL REQUIREMENTS: 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Latest Income/Business Tax Return 4. Omnibus Sworn Statement ATTACHMENTS: 1. Statement of Compliance 2. Omnibus Sworn Statement sample 3. Technical Specifications NOTE: 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. | | |
| Terms | Payment will be made within thirty (30) working days upon receipt of the Statement of Account/Billing Statement. | | |
| ABC | Php900,000.00 inclusive of all applicable fees and taxes. | | Php900,000.00 |

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 not later than 05 June 2025, 12:00PM, subject to the Terms and Conditions stated herein.

For easy identification of submission of quotation with other documents, the subject/title of the document shall be in this format: **GST w SOGIESC_<Company Name>**.

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

SERVICE PROVIDER FOR THE TOURISM PROMOTIONS BOARD (TPB) 2025 GENDER SENSITIVITY TRAINING (GST) WITH SEXUAL ORIENTATION, GENDER IDENTITY, AND EXPRESSION AND SEX CHARACTERISTICS (SOGIESC) 101

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 | Project: 2025 Gender Sensitivity Training (GST) with Sexual Orientation, Gender Identity, and Expression and Sex Characteristics (SOGIESC) 101 Date: 18-20 June 2025 Venue: preferably in CALABARZON No. of Pax: 35 pax | |
| 2 | SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES <ul style="list-style-type: none"> RESOURCE PERSON <ul style="list-style-type: none"> - One (1) Resource Person - Must have conducted at least three (3) Gender Sensitivity Trainings in private or government organizations - With relevant certifications related to Gender and Development from any certifying body. - Must be available for an alignment meeting to discuss training needs of TPB personnel and training outline three to four (3-4) weeks before the event. - Must provide copies of curriculum vitae, certificates of conducted GST training in the past, and certificates related to Gender and Development upon submission of quotation. | |
| 3 | <ul style="list-style-type: none"> TRAINING FACILITATOR <ul style="list-style-type: none"> - One (1) Training Facilitator - Must have facilitated at least two (2) Gender and Development-related trainings in private or government organizations - Must be available for an alignment meeting with the resource person and the end user to discuss the program flow of the training upon the receipt of Notice of Award (NOA). - Must prepare ice breaker activities/games, inclusive of materials and prizes. | |

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

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| | <ul style="list-style-type: none">- Free-flowing brewed coffee and tea at the venue/function room- Hot and cold-water dispenser at the venue/function room- Complete set-up for buffet stations with:<ul style="list-style-type: none">o All dinnerware and glassware necessary for the evento Waiters/Service personnel clad in clean uniformso Buffet Table with settingo Clean linens with motif as specified/required for the evento Chairs and tables set-up during breakfast, lunch and dinnero Set-up ready one hour before the start of the activities <table><tr><th>Day</th><th>Breakfast</th><th>Am Snack</th><th>Lunch</th><th>Pm Snack</th><th>Dinner</th></tr><tr><td>1</td><td>6:00 A.M. <i>Onboard</i></td><td></td><td>12:00 NN</td><td>3:00 P.M.</td><td>7:00 P.M.</td></tr><tr><td>2</td><td>6:30 A.M.</td><td>10:00 A.M.</td><td>12:00 NN</td><td>3:00 P.M.</td><td>7:00 P.M.</td></tr><tr><td>3</td><td>6:30 A.M.</td><td>10:00 A.M.</td><td>12:00 NN</td><td>1:00 P.M. <i>Onboard</i></td><td></td></tr></table> | Day | Breakfast | Am Snack | Lunch | Pm Snack | Dinner | 1 | 6:00 A.M. <i>Onboard</i> | | 12:00 NN | 3:00 P.M. | 7:00 P.M. | 2 | 6:30 A.M. | 10:00 A.M. | 12:00 NN | 3:00 P.M. | 7:00 P.M. | 3 | 6:30 A.M. | 10:00 A.M. | 12:00 NN | 1:00 P.M. <i>Onboard</i> | | |
|-----|---|---------------|-------------|--------------------------------|--------------|----------|--------|---|-----------------------------|--|-------------|--------------|--------------|---|-----------|---------------|-------------|--------------|--------------|---|-----------|---------------|-------------|--------------------------------|--|--|
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| 6 | <ul style="list-style-type: none">• TRANSPORTATION REQUIREMENTS<ul style="list-style-type: none">A. Vehicle Requirements<ul style="list-style-type: none">- Three (3) vans or two (2) coasters (2018 model or latest).- Comprehensive insurance.- Fully air-conditioned, clean, presentable, and in good running condition.- Equipped with a fire extinguisher, cooler for water/beverages, umbrellas, first aid kit, and safety kits (spray alcohol, air purifier, disinfectant spray, temperature scanner, etc.).- Properly disinfected and sanitized.- Equipped with GPS and charging units for phones.B. Pick-up and Drop-off Services:<ul style="list-style-type: none">- Pick up TPB Personnel at the Legaspi Towers 300, Roxas Boulevard corner P. Ocampo St., Malate, Manila) & drop-off at the venue on 18 June 2025.- Pick up TPB Personnel at the venue and drop off at LT300 on 20 June 2025. | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>C. Driver Requirements:</p> <ul style="list-style-type: none"> - Valid Professional Driver's License. - Must wear company ID at all times during the event. - Must submit a daily trip ticket when on duty. - Strong navigation skills. <p>D. Submission of Documents (one week before the activity):</p> <ul style="list-style-type: none"> - Official Receipt (OR) and Certificate of Registration (CR) of the van/coaster to be used. - List of drivers and copies of LTO-issued driver's licenses. <p>E. Additional Requirements:</p> <ul style="list-style-type: none"> - The vehicle should not be included in number coding hours from 18-20 June 2025. - If the vehicle experiences mechanical problems in transit, the service provider must find a replacement within one hour. - Gasoline, parking, toll fees, driver's meals, accommodation, overtime pay, and other incidental costs shall be included in the proposal. - Service Provider must ensure strict adherence to the pre-determined itinerary and designated routes and avoid unauthorized route deviations. | |
| 7 | <p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <p>QUALIFICATION OF THE BIDDER</p> <ol style="list-style-type: none"> a. Bidder must submit a proposal based on the above deliverables with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost upon submission of quotation. b. Bidder must have at least two (2) years of experience in organizing events in government and private offices and must submit relevant documents for verification. c. Non-compliance with the deliverables and indicated specifications will result in penalties, including fines, sanctions, and potential disqualification, according to existing rules. Strict adherence to specifications and protocols is required and will be monitored. | |

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| 8 | PROJECT IMPLEMENTATION SCHEDULE Event: TPB 2025 Gender Sensitivity Training w/ SOGIESC 101 Date: 18-20 June 2025 (Wednesday-Friday) Time: 8:00 AM to 6:00 PM (inclusive of ingress and egress) No. of Participants: Banquet set-up for 35 pax (minimum guarantee 25 pax) | |
| 9 | CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables. | |

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
SERVICE PROVIDER FOR THE TOURISM PROMOTIONS BOARD (TPB) 2025 GENDER SENSITIVITY TRAINING (GST) W/ SEXUAL ORIENTATION, GENDER IDENTITY AND EXPRESSION AND SEX CHARACTERISTICS (SOGIESC) 101

I. BACKGROUND

The Tourism Promotions Board (TPB) is committed to fostering an inclusive and equitable workplace. In line with this commitment, the TPB will conduct a Gender Sensitivity Training session for 2025 to increase awareness of TPB personnel on gender-related issues, concepts, and principles.

II. OBJECTIVES

1. To educate TPB personnel on gender sensitivity, promoting respect and understanding of gender diversity in the workplace.
2. To develop the skills necessary to identify and address gender biases and inequalities.
3. To cultivate a workplace culture that values and supports all personnel, regardless of gender.
4. To ensure compliance with national and organizational policies on Gender and Development.

III. SCOPE OF DELIVERABLES

The Service Provider must provide the following services:

| RESOURCE PERSON |
|---|
| <ul style="list-style-type: none"> ● One (1) Resource Person to conduct the training. ● Must have conducted at least three (3) Gender Sensitivity Trainings in private or government organizations ● With relevant certifications related to Gender and Development from any certifying body. ● Must be available for an alignment meeting to discuss training needs of TPB personnel and training outline three to four (3-4) weeks before the event. ● Must provide copies of curriculum vitae, certificates of conducted GST training in the past, and certificates related to Gender and Development upon submission of quotation. |
| TRAINING FACILITATOR |
| <ul style="list-style-type: none"> ● One (1) Training Facilitator to facilitate the training. ● Must have facilitated at least two (2) Gender and Development-related trainings in private or government organizations. |

- Must be available for an alignment meeting with the resource person and the end user to discuss the program flow of the training upon the receipt of Notice of Award (NOA).
- Must prepare ice breaker activities/games, inclusive of materials and prizes.
- Must provide copies of curriculum vitae, certificates of facilitated training in the past, and certificates related to Gender and Development submission of quotation.

VENUE

A. Availability

- Venue must be available on the following dates: 18-20 June 2025.
- The venue must be spacious and conducive to accommodate 35 pax.
- Venue must be flexible with early check-in and late check-out options depending on the final itinerary.
- A function hall/room must be available for set-up a day before the event.
- The venue must be available for an ocular visit before the event.

B. Location / Site Condition

- Venue is outside Metro Manila, preferably in **CALABARZON**
- 3-Star hotel/resort with a learning-conducive function hall to conduct group activities and breakout sessions
- Venue must have a parking area to accommodate TPB vehicles
- Provision of at least ten (10) parking passes/complimentary parking
- The venue must be within close proximity to restaurants and convenience stores
- With Barangay officials/security personnel who are readily available during emergencies
- With a nearby hospital/clinic for use in emergencies
- Presence of available first aid kits and other relevant medical supplies for use.

C. Accommodation

- 3 days and 2 nights accommodation inclusive of breakfast for 35 pax; minimum guarantee of 25 pax.
- The accommodation must have at least 20 rooms with air conditioning units: 14 Twin Rooms (2 guests each) and 6 Deluxe Rooms (1 guest each, queen bed).
- Must have a stable Wireless Fidelity (WiFi) connectivity and cellular phone signal
- The venue must possess a reliable and stable water and electricity supply, including a backup power generator and water source for use during interruptions.
- Function halls and rooms must be equipped with operational air conditioning units.

- The venue must be well-maintained and clean, with comfortable and spacious rooms.
- The accommodation package must include recreational facilities at the venue.
- The venue must have a hall/area that can accommodate all participants for buffet-style meals.

D. Function Room

- The function room must be able to accommodate 35 people and be equipped with dressed tables and chairs.
- Spacious for indoor GAD-related activities.
- The following equipment must be provided: one projector and projector screen; a PA system with at least five wireless microphones; four easel boards with easel sheets; four whiteboards with markers and erasers; and pens and pads.
- Tables and chairs must be provided as follows: two (2) TPB secretariat tables at the back of the room with three (3) chairs, two (2) tables for the facilitator/guest speaker at the front with two (2) chairs, and one (1) table for registration.
- Electric outlets/extension cords must be provided for each table/cluster, including the registration and secretariat tables.
- Designated Wi-fi access must be available within the function room.

FOOD AND BEVERAGE REQUIREMENTS

- Buffet Lunch and Buffet Dinner inclusive of one round of soft drinks or iced tea for beverage minimum of four (4) kinds of main course.
- AM and PM snacks inclusive of one round of drinks/refreshments, preferably pasta with bread.
- Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free)
- Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB.
- Food to be served shall be fresh, hot and ready at least 30 minutes before each meal
- Free-flowing brewed coffee and tea at the venue/function room
- Hot and cold-water dispenser at the venue/function room
- Complete set-up for buffet stations with:
 - All dinnerware and glassware necessary for the event
 - Waiters/Service personnel clad in clean uniforms
 - Buffet Table with setting
 - Clean linens with motif as specified/required for the event
 - Chairs and tables set-up during breakfast, lunch and dinner

- Set-up ready one hour before the start of the activities

| DAY | BREAKFAST | AM SNACK | LUNCH | PM SNACK | DINNER |
|-----|-----------------------------|------------|----------|-----------------------------|-----------|
| 1 | 6:00 A.M. <i>Onboard</i> | | 12:00 NN | 3:00 P.M. | 7:00 P.M. |
| 2 | 6:30 A.M. | 10:00 A.M. | 12:00 NN | 3:00 P.M. | 7:00 P.M. |
| 3 | 6:30 A.M. | 10:00 A.M. | 12:00 NN | 1:00 P.M. <i>Onboard</i> | |

TRANSPORTATION REQUIREMENTS

A. Vehicle Requirements

- Three (3) vans or two (2) coasters (2018 model or latest).
- Comprehensive insurance.
- Fully air-conditioned, clean, presentable, and in good running condition.
- Equipped with a fire extinguisher, cooler for water/beverages, umbrellas, first aid kit, and safety kits (spray alcohol, air purifier, disinfectant spray, temperature scanner, etc.).
- Properly disinfected and sanitized.
- Equipped with GPS and charging units for phones.

B. Pick-up and Drop-off Services:

- Pick up TPB Personnel at the Legaspi Towers 300, Roxas Boulevard corner P. Ocampo St., Malate, Manila) & drop-off at the venue on 18 June 2025.
- Pick up TPB Personnel at the venue and drop off at LT300 on 20 June 2025.

C. Driver Requirements:

- Valid Professional Driver's License.
- Must wear company ID at all times during the event.
- Must submit a daily trip ticket when on duty.
- Strong navigation skills.

D. Submission of Documents (one week before the activity):

- Official Receipt (OR) and Certificate of Registration (CR) of the van/coaster to be used.
- List of drivers and copies of LTO-issued driver's licenses.

E. Additional Requirements:

- The vehicle should not be included in number coding hours from 18-20

June 2025.

- If the vehicle experiences mechanical problems in transit, the service provider must find a replacement within one hour.
- Gasoline, parking, toll fees, driver's meals, accommodation, overtime pay, and other incidental costs shall be included in the proposal.
- Service Provider must ensure strict adherence to the pre-determined itinerary and designated routes, and avoid unauthorized route deviations.

IV. PROJECT IMPLEMENTATION SCHEDULE

| | | |
|---------------------|---|--|
| Event | : | TPB 2025 Gender Sensitivity Training w/ SOGIESC 101 |
| Date | : | 18-20 June 2025 (Wednesday-Friday) |
| Time | : | 8:00 AM to 6:00 PM (inclusive of ingress and egress) |
| No. of Participants | : | Banquet set-up for 35 pax (minimum guarantee 25 pax) |

V. ADDITIONAL TECHNICAL REQUIREMENTS

QUALIFICATION OF THE BIDDER

1. Bidder must submit a proposal based on the above deliverables with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost upon submission of quotation.
2. Bidder must have at least two (2) years of experience in organizing events in government and private offices and must submit relevant documents for verification.
3. Non-compliance with the deliverables and indicated specifications will result in penalties, including fines, sanctions, and potential disqualification, according to existing rules. Strict adherence to specifications and protocols is required and will be monitored.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **NINE HUNDRED THOUSAND PESOS (Php900,000.00)** inclusive of all applicable fees and taxes.

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

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