

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB RFQ 2025.07.194  
**PR No.** 2025.07.007

**REQUIREMENTS:** **SERVICE PROVIDER FOR THE TPB'S 2025 TAUNANG PARANGAL SA BAYANING PILIPINO (TPBP)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)								
1 Lot	<b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b>	Php900,000.00	<b>Php900,000.00</b>								
	Provision of the following:										
	<b>A. GUEST SPEAKER / MOTIVATIONAL RESOURCE PERSON</b>										
	1. Conduct a 2-hour training/workshop on financial literacy.										
	2. Must be a certified financial literacy resource person and provide learning materials.										
	3. Must demonstrate integrity, impartiality, and professionalism in handling financial matters and advice.										
	4. Must have conducted related talks/seminars/interventions on financial literacy for 5 years.										
	5. Must be willing to customize learning materials based on the organizational needs of TPB.										
	<b>B. VENUE/ FUNCTION ROOM AND TECHNICAL REQUIREMENTS</b>										
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	<ul style="list-style-type: none"> <li>e. PA system with minimum of four (4) wireless microphones;</li> <li>f. Electric outlets/extension cord per table/cluster (including the registration and secretariat tables)</li> <li>g. Registration Tables</li> <li>h. Waiters/Service Personnel clad in clean uniforms and stand-by dedicated staff while in session</li> <li>i. Secretariat table set-up at the back with three (3) chairs</li> <li>j. One (1) table for the facilitator/guest speaker</li> <li>k. Banquet style set-up (8-10 pax per table)</li> <li>l. Provision of signage stands for venue and other directional signage</li> <li>m. No obstructing pillars</li> <li>n. Wi-fi access with dedicated bandwidth to support concurrent users multiple devices in all areas of the designated within the function room; Direct LAN port connection and set-up for the TPB technical staff</li> </ul> <p><b>C. MEALS</b></p> <ol style="list-style-type: none"> <li>1. Submit at least three (3) proposed menus for AM Snacks, Lunch and PM Snacks for approval of TPB, and cost of per pax.</li> <li>2. Can accommodate special diet (for personnel with special dietary needs, vegetarians, diabetics, low-sodium, hypoallergenic or gluten free with allergies and people who eat halal food).</li> <li>3. Food served shall be fresh, hot and ready at least thirty (30) minutes before the scheduled time of the AM snacks, lunch and PM snacks.</li> <li>4. Provision of free-flowing coffee, tea, fruit juice, drinking water, mints, nuts, candies or chips while the event is on-going.</li> <li>5. Ten (10) packed breakfasts for advance coordinators.</li> </ol> <p><b>D. OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Provision of Event Host/ Emcee for the TPBP. Submit at least two (2) proposed event hosts / emcee/s for approval of TPB.</li> <li>2. Provision of one (1) set Photo and Video coverage with Photo Booth (lay out to be provided by TPB) to be placed outside the designated function room for Event 1 – TPBP.</li> <li>3. Provision of at least twenty (20) parking passes/complimentary parking.</li> </ol>		
	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p><b>Date:</b> 30 September 2025</p> <p><b>Event:</b> 2025 Taunang Parangal sa Bayaning Pilipino (TPBP)  <i>Civil Service Month Celebration</i></p> <ul style="list-style-type: none"> <li>▪ 9:00 AM to 4:00 PM (<i>subject to change</i>)</li> <li>▪ <i>With learning session</i></li> <li>▪ Banquet set-up for 180 pax</li> </ul>		

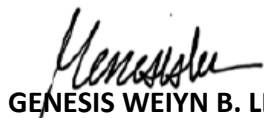
	<p>(minimum guaranteed of 150 pax)</p> <p><b>Color Theme/ Palette:</b> To be advised</p> <p><b>Platform:</b> Face-to-Face</p>		
	<p><b>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Bidder must have at least three (3) years of experience in providing events venue in government and private offices, and venue location is within three thousand (3000) meters away from the Five ECom Center, Harbor Drive, Mall of Asia Complex, Pasay City</li> <li>2. Submit list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past three (3) years.</li> <li>3. Submit at least three (3) proposed motivational resource person and three (3) proposed event hosts / emcee/s for approval of TPB.</li> <li>4. Submit financial proposal covering the following deliverables: <ul style="list-style-type: none"> <li>• Event Venue/ Function Room</li> <li>• Catering Services <ul style="list-style-type: none"> <li>- Ten (10) packed breakfasts for advance coordinators</li> <li>- AM snacks for 180 pax</li> <li>- Buffet for 180 pax</li> <li>- PM snacks for 180 pax</li> </ul> </li> <li>• Motivational Resource Person</li> <li>• Host/Emcee</li> <li>• Technical Requirements stated in the scope of work/ deliverables</li> <li>• Other technical requirements <ul style="list-style-type: none"> <li>- Photo and video coverage with highlights</li> <li>- Themed photo booth</li> </ul> </li> </ul> </li> </ol>		
	<p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/ Business Permit</li> <li>2. PhilGEPS Registration Number/ Certificate</li> <li>3. Latest Business/Income Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance</li> <li>2. Omnibus Sworn Statement sample</li> <li>3. Technical Specifications</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	<ol style="list-style-type: none"> <li>1. Send bill arrangement-payment within thirty (30) days upon full completion of the services with deliverables and submission of the invoice.</li> <li>2. No down payment should be required by the Service Provider in its proposal.</li> </ol>		

	3. Must be willing to accept a send-bill-arrangement with the TPB. 4. Must have a Landbank account. Payment will be made through LBP bank deposit. 5. Designation of a point person/s who will coordinate with TPB. <ul style="list-style-type: none"> <li>➤ Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.</li> <li>➤ Other arrangements that may be mutually agreed upon by the TPB</li> </ul>		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		<b>Php900,000.00</b>

Please submit your **quotation, technical, and legal documents** duly signed by your authorized representative to the email addresses: [ada\\_cruz@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), not later than **21 July 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board Philippines 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:** ADA CRUZ

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE TPB'S 2025 TAUNANG PARANGAL SA BAYANING PILIPINO (TPBP)

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	<b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b>  <b>Date:</b> 30 September 2025 <b>Event:</b> 2025 Taunang Parangal sa Bayaning Pilipino (TPBP) <i>Civil Service Month Celebration</i> <ul style="list-style-type: none"><li>▪ 9:00 AM to 4:00 PM <i>(subject to change)</i> <i>With learning session</i></li><li>▪ Banquet set-up for 180 pax (minimum guaranteed of 150 pax)</li></ul> <b>Color Theme/ Palette:</b> To be advised <b>Platform:</b> Face-to-Face									
2	Provision of the following:  <b>A. GUEST SPEAKER / MOTIVATIONAL RESOURCE PERSON</b> <ol style="list-style-type: none"><li>1. Conduct a 2-hour training/workshop on financial literacy.</li><li>2. Must be a certified financial literacy resource person and provide learning materials.</li><li>3. Must demonstrate integrity, impartiality, and professionalism in handling financial matters and advice.</li><li>4. Must have conducted related talks/seminars/interventions on financial literacy for 5 years.</li><li>5. Must be willing to customize learning materials based on the organizational needs of TPB.</li></ol>									
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## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	<p>3. Provision of at least twenty (20) parking passes/complimentary parking.</p> <p>Indicative Program as follows:</p> <ul style="list-style-type: none"> <li>• <b>TPBP Program</b></li> </ul> <p>AM</p> <p>08:00 - Registration  09:00 - National Anthem  09:05 - Invocation Prayer  09:10 - Opening Remarks  09:20 - Video presentation of this year's Civil Service Month Celebration  09:25 - Introduction of First Resource Speaker c/o Service Provider  09:30 - Learning Session  11:30 - Awarding of Certificate of Appreciation and Bouquet  11:35 - Photo-Ops with the Resource Speaker  11:50 - LUNCH</p> <p>PM</p> <p>01:00 - Introduction of the Second Resource Speaker c/o TPB  01:05 - Learning Session  02:05 - Awarding of Certification of Appreciation  02:10 - Photo-Ops with the Resource Speaker  02:20 - Awarding of Certification of Commendation and Appreciation  02:50 - Awarding of Loyalty Awardees  03:20 - Simple rejoinder message from the Loyalty Awardees  04:00 - Closing Remarks</p>	
6	<p><b>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Bidder must have at least three (3) years of experience in providing events venue in government and private offices, and venue location is within three thousand (3000) meters away from the Five ECom Center, Harbor Drive, Mall of Asia Complex, Pasay City</li> <li>2. Submit list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past three (3) years.</li> <li>3. Submit at least three (3) proposed motivational resource person and three (3) proposed event hosts / emcee/s for approval of TPB.</li> </ol>	

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	<p>4. Submit financial proposal covering the following deliverables:</p> <ul style="list-style-type: none"> <li>• Event Venue/ Function Room</li> <li>• Catering Services               <ul style="list-style-type: none"> <li>- Ten (10) packed breakfasts for advance coordinators</li> <li>- AM snacks for 180 pax</li> <li>- Buffet for 180 pax</li> <li>- PM snacks for 180 pax</li> </ul> </li> <li>• Motivational Resource Person</li> <li>• Host/Emcee</li> <li>• Technical Requirements stated in the scope of work/ deliverables</li> <li>• Other technical requirements               <ul style="list-style-type: none"> <li>- Photo and video coverage with highlights</li> <li>- Themed photo booth</li> </ul> </li> </ul>	
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8	<p><b>CONTRACT DURATION</b>            One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements</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 TPB'S 2025 TAUNANG PARANGAL SA BAYANING PILIPINO (TPBP) ON 30 SEPTEMBER 2025

#### I. RATIONALE

In celebration of the Civil Service Month this September, it is an opportune time to recognize all the workers of the government and their commitment to the service.

It is also during this month that the Tourism Promotions Board (TPB) awards loyalty and service incentives to qualified employees under CSC MC No. 06, s. 2002 and the CSC-approved TPB PRAISE. The awarding ceremony dubbed as **Taunang Parangal sa Bayaning Pilipino (TPBP)** is preceded by a learning session based on the Anniversary Theme as prescribed by the CSC.

- Schedule : **30 September 2025**
- Event : **2025 Taunang Parangal sa Bayaning Pilipino (TPBP)**
  - Civil Service Month Celebration*
    - 9:00 AM to 4:00 PM (*subject to change*)
    - With learning session*
  - Banquet set-up for 180 pax (minimum guaranteed of 150 pax)
- Color Theme / Palette : To be advised
- Platform : Face-to-Face

#### II. OBJECTIVES

1. Provide recognition of loyalty awardees and government service awardees.
2. Foster employee engagement, and strengthen public trust in government institutions.
3. Equip individuals with the knowledge, skills, and attitudes necessary to make informed and effective decision regarding the use and management of financial resources.

### III. SCOPE OF WORK/ DELIVERABLES:

Provision of the following:

#### A. GUEST SPEAKER / MOTIVATIONAL RESOURCE PERSON

1. Conduct a 2-hour training/workshop on financial literacy.
2. Must be a certified financial literacy resource person and provide learning materials.
3. Must demonstrate integrity, impartiality, and professionalism in handling financial matters and advice.
4. Must have conducted related talks/seminars/interventions on financial literacy for 5 years.
5. Must be willing to customize learning materials based on the organizational needs of TPB.

#### B. VENUE/ FUNCTION ROOM AND TECHNICAL REQUIREMENTS

Event Title	Duration	Meal Requirement	No. of Pax
Taunang Parangal sa Bayaning Pilipino (TPBP)	9:00 AM to 4:00 PM	AM Snack Lunch PM Snack	180

Particulars
<ol style="list-style-type: none"><li>a. Stage set-up and styling</li><li>b. Dressed tables and chairs</li><li>c. One (1) large wide screen LED display for TPBP event backdrop</li><li>d. One (1) side projector screen for TPBP event</li><li>e. PA system with minimum of four (4) wireless microphones;</li><li>f. Electric outlets/extension cord per table/cluster (including the registration and secretariat tables</li><li>g. Registration Tables</li><li>h. Waiters/Service Personnel clad in clean uniforms and stand-by dedicated staff while in session</li><li>i. Secretariat table set-up at the back with three (3) chairs</li><li>j. One (1) table for the facilitator/guest speaker</li><li>k. Banquet style set-up (8-10 pax per table)</li><li>l. Provision of signage stands for venue and other directional signage</li><li>m. No obstructing pillars</li><li>n. Wi-fi access with dedicated bandwidth to support concurrent users multiple devices in all areas of the designated within the function room; Direct LAN port connection and set-up for the TPB technical staff</li></ol>

### **C. MEALS**

1. Submit at least three (3) proposed menus for AM Snacks, Lunch and PM Snacks for approval of TPB, and cost of per pax.
2. Can accommodate special diet (for personnel with special dietary needs, vegetarians, diabetics, low-sodium, hypoallergenic or gluten free with allergies and people who eat halal food).
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4. Provision of free-flowing coffee, tea, fruit juice, drinking water, mints, nuts, candies or chips while the event is on-going.
5. Ten (10) packed breakfasts for advance coordinators.

### **D. OTHER REQUIREMENTS**

1. Provision of Event Host/ Emcee for the TPBP. Submit at least two (2) proposed event hosts / emcee/s for approval of TPB.
2. Provision of one (1) set Photo and Video coverage with Photo Booth (lay out to be provided by TPB) to be placed outside the designated function room for Event 1 – TPBP.
3. Provision of at least twenty (20) parking passes/complimentary parking.

Indicative Program as follows:

#### **• TPBP Program**

##### **AM**

08:00	-	Registration
09:00	-	National Anthem
09:05	-	Invocation Prayer
09:10	-	Opening Remarks
09:20	-	Video presentation of this year's Civil Service Month Celebration
09:25	-	Introduction of First Resource Speaker c/o Service Provider
09:30	-	Learning Session
11:30	-	Awarding of Certificate of Appreciation and Bouquet
11:35	-	Photo-Ops with the Resource Speaker
11:50	-	LUNCH

PM

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|-------|---|--|
| 01:00 | - | Introduction of the Second Resource Speaker c/o TPB        |
| 01:05 | - | Learning Session   |
| 02:05 | - | Awarding of Certification of Appreciation                  |
| 02:10 | - | Photo-Ops with the Resource Speaker                        |
| 02:20 | - | Awarding of Certification of Commendation and Appreciation |
| 02:50 | - | Awarding of Loyalty Awardees                               |
| 03:20 | - | Simple rejoinder message from the Loyalty Awardees         |
| 04:00 | - | Closing Remarks  |

#### IV. TECHNICAL REQUIREMENTS:

1. Bidder must have at least **three (3) years of experience in providing events venue** in government and private offices, and venue location is within three thousand (3000) meters away from the Five ECom Center, Harbor Drive, Mall of Asia Complex, Pasay City
2. Submit list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past three (3) years.
3. Submit at least three (3) proposed motivational resource person and three (3) proposed event hosts / emcee/s for approval of TPB.
4. Submit financial proposal covering the following deliverables:

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| <ol style="list-style-type: none"><li>1. Event Venue/ Function Room</li><li>2. Catering Services<ul style="list-style-type: none"><li>• Ten (10) packed breakfasts for advance coordinators</li><li>• AM snacks for 180 pax</li><li>• Buffet for 180 pax</li><li>• PM snacks for 180 pax</li></ul></li><li>3. Motivational Resource Person</li><li>4. Host/Emcee</li><li>5. Technical Requirements stated in the scope of work/ deliverables</li><li>6. Other technical requirements<ul style="list-style-type: none"><li>• Photo and video coverage with highlights</li><li>• Themed photo booth</li></ul></li></ol> |
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## **V. APPROVED BUDGET OF THE CONTRACT (ABC)**

The Approved Budget for the Contract is **NINE HUNDRED THOUSAND PESOS ONLY (PhP 900,000.00)** inclusive of all applicable fees and taxes.

## **VI. TERMS OF PAYMENT**

1. Send bill arrangement-payment within thirty (30) days upon full completion of the services with deliverables and submission of the invoice.
2. No down payment should be required by the Service Provider in its proposal.
3. Must be willing to accept a send-bill-arrangement with the TPB.
4. Must have a Landbank account. Payment will be made through LBP bank deposit.
5. Designation of a point person/s who will coordinate with TPB.
  - Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.
  - Other arrangements that may be mutually agreed upon by the TPB.

## **VII. CONTRACT DURATION**

One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements

## **VIII. CONTACT INFORMATION OF PROJECT OFFICERS**

**ROSSANDRA AMYTHEA Q. CAYAGO**

Email: [amy\\_cayago@tpb.gov.ph](mailto:amy_cayago@tpb.gov.ph)

**HAZEL F. SILVA**

Email: [hazel\\_francisco@tpb.gov.ph](mailto:hazel_francisco@tpb.gov.ph)

**LYKA R. RAGOT**

Email: [lyka\\_ragot@tpb.gov.ph](mailto:lyka_ragot@tpb.gov.ph)

**CARLA JANE D. SOSA**

Email: [carla\\_sosa@tpb.gov.ph](mailto:carla_sosa@tpb.gov.ph)