

8 January 2018

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2018.01.008 (2<sup>nd</sup> Posting)**

**Requirements :** Services of a Technical Business Writer  
**Project Title :** TPB 2017 Annual Accomplishment Report

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p>Technical Business Writer – TPB 2017 Annual Accomplishment Report</p> <p><b>Deliverables:</b></p> <p>A. 2017 Annual Accomplishment Report – 11 March 2018</p> <ol style="list-style-type: none"> <li>1. Executive Summary of TPB’s 2017 Annual Accomplishment Report</li> <li>2. Main Report (Narrative Report) of TPB’s 2017 Annual Accomplishment Report</li> </ol> <p>B. Lay-out of Annual Accomplishment Report (limited to the Executive Summary and Main Report) by end of March/but not later than 30 April 2018</p> <p>C. Detailed Report for 2017 (based on the prescribed format given by PDOT) - end of March/but not later than 30 April 2018</p> <p>D. Highlight of 1<sup>st</sup> semester 2018 - end of July 2018 but not later than 31 August 2018</p> <p><b>Duration of Work:</b></p> <p>The writer shall be engaged for a maximum of seven months commencing from the effectivity of the contract.</p>	300,000.00	300,000.00

**Estimated Budget:**

As remuneration for services rendered, the writer shall receive a professional fee of Three Hundred Thousand Pesos (Php300,000.00), inclusive of all applicable taxes.

TPB reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or failed to meet deadline/s set.

The indicative payment scheme is as follows:

<b>Outputs/Milestones</b>	<b>% of Payments</b>
Upon signing of contract and approval of proposed timelines/Gantt Chart	10%
Upon completion of work deliverables: A1 & A2 (Draft)	20%
Upon completion of work deliverables: Final Output of A1 & A2 and Draft of B	45%
Upon completion of work deliverables: Final Output of C	15%
Upon completion of work deliverable: Final Output of D	10%
<b>TOTAL</b>	<b>100%</b>

**Qualification of the Writer:**

- Has at least 3-year experience in technical and business writing;
- Had provided services to public or private companies / clients in the past 3 years; and
- Preferably with at least one verifiable output experience in writing an Annual Report or similar report of any organization (public or private)

**Proposal:**

The writer will be expected to submit technical and financial proposals which include:

- A brief profile of the company/writer;
- List and evidence of relevant work experience for at least 3 years;
- Copy of annual report and/or other

	<p>relevant previous work (maximum of 3 samples only)</p> <ul style="list-style-type: none"> <li>• His/her Curriculum Vitae;</li> <li>• Tax Identification Number; and</li> <li>• Other R.A. 9184 requirements as deemed necessary</li> </ul> <p><b>The sample report shall be assessed based on the following attributes:</b></p> <ol style="list-style-type: none"> <li>1. Clear message to stakeholders by putting the ideas across</li> <li>2. Management vision and strategy</li> <li>3. Aids for the quick reader (charts, bullet points etc.)</li> <li>4. High degree of transparency of the information</li> <li>5. Clear description of company business and operations</li> </ol> <p><b><i>Please see attached Terms of Reference for details</i></b></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	Php300,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **16 January 2018, 12:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila, addressed to the undersigned.

Thank you very much.

**(Sgd.)**

**EMMANUEL A. ZARATE**

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

Company

1. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile

Individual

1. PhilGEPS Registration Number
2. Income/Business Tax Return
3. Omnibus Sworn Statement
4. Professional License / Curriculum Vitae