

20 November 2023

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2023.11.318

Requirement: Project Management Services for the 2023 TPB Team Building and Year-End Activities

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Concept: Team Work and Wellness Activity Project Implementation: 11-13 December 2023 Participants: 180 Pax Venue: Aquaria Water Park, Calatagan, Batangas</p> <p>SCOPE OF SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> 1. To design a team building program / Plan Approach / Methodology based on the objectives and the theme “Pa BeBE – Be a Blessing to Everyone / Everywhere”. 2. Must be able to offer customized content and programs that are tailor-fit to TPB’s needs and objectives (not generic, one-size-fits-all materials) 3. Provision of Resource Speaker/ Program Facilitator based on the topic provided by TPB with the following qualifications: <ol style="list-style-type: none"> a. Knowledgeable in any type of team work and wellness interventions b. Have conducted at least 5 similar interventions for the past 5 years c. With relevant certifications/licenses in wellness or team development 4. Provision of at least 3 Marshalls that will assist during the session 	500,000.00	500,000.00

5. Dedicated Program Coordinator/ Program Assistant
6. Session supplies and materials
7. Awards, Prizes and/ or tokens (in kind or monetary)
8. Photo and video coverage with highlights to be played on the 2nd night of the session for documentation:
 - a. Two (2) Photographers and 1 videographer
 - b. 150 color-enhanced photo
 - c. 5-10 minutes event highlight video/ Same Day Edit (SDE)
 - d. Submission of raw videos and photos
 - e. Must be submitted on a hard drive
9. Incidental, other miscellaneous and on-site related expenses amounting to PhP20,000.00.
10. Price quotation is Inclusive of transportation, accommodation, meals and other expenses of the PMC representatives.

Bidder shall be evaluated based on the following criteria to determine its responsiveness:

Criteria	%Weight
I. Qualification of the Resource Speaker/Program Facilitator	40
II. Firm Experience and Capability	40
III. Plan of Approach and Methodology	20

Passing Rate = 85%

Technical and Financial

Technical Proposal – 85%

Financial Proposal - 15%

Total. 100%

Passing Rate = 85%

Please refer to the Technical Specifications and Rating Sheet for details.

	<p>ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. A duly registered Company in the Philippines and must be involved in providing similar services in government and private offices for at least three (3) years. <p>Submit the following:</p> <ol style="list-style-type: none"> 2. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable 3. Company Profile 4. List of completed government and private contract for the last three (3) years whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract. <ul style="list-style-type: none"> • For Ongoing Project – submit any of the ff: Notice of Award, Notice to Proceed, or Contract • For Completed Project – submit Certificate of Project Completion 5. Submit list with the Curriculum Vitae using the TPF6 Form of Resource Speaker/ Program Facilitator and assistants/ marshalls who will synthesize the activities. 6. Statement of acceptability of the schedule of the Scope of Deliverables. <p>LEGAL DOCUMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. BIR Certificate of Registration 3. Mayor’s Permit 4. Omnibus Sworn Statement <p>Attachments: Terms of Reference</p> <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead. • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP500,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **eligibility and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **24 November 2023, until 5:00pm.**

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **TPB Team Building <Company Name>.**

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. VILLAFRANCA

Officer-in-Charge

Procurement and General Services Division

Administrative Department