

REQUEST FOR QUOTATION

16 November 2023

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

Quotation No. TPB-PR.2023.11.313

PR No. 10.094

REQUIREMENTS: SERVICE PROVIDER FOR THE 2023 TPB MENTAL FITNESS SURVEY

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK AND DELIVERABLES</p> <p>1. Provision of the online platform/system and the mental fitness survey to be administered to all TPB personnel to measure the following areas:</p> <ul style="list-style-type: none"> •Mental Health (stress, anxiety, depression and burnout) •Employee Engagement •Job Satisfaction •Intention to stay; and •Other related areas <p>2. Coverage is the actual number of TPB personnel who are in TPB as of 30 October 2023 (estimated at 160 personnel).</p> <p>3. Send out links to all TPB personnel upon finalization of the questionnaire with TPB's approval and provision of TPB personnel email addresses.</p> <p>4. The link to the survey shall be open for seven (7) working days.</p>	PhP100,000.00	PhP100,000.00


	<p>5. Send email reminders within 3 days of sending out the links.</p> <p>6. Submit and present the initial report to the Administrative Manager and PHRDD concerned personnel ten (10) working days after the online survey is closed.</p> <p>7. Assess previous TPB Mental Health Survey results vis-à-vis the generated result, if applicable, to be included in the final report.</p> <p>8. Submit and present the final report to TPB Management upon confirmation of the available schedule.</p> <p>9. Reports shall be submitted to PHRDD in soft and hard copies as well as a copy of the deck for presentation purposes.</p> <p>PROJECT IMPLEMENTATION SCHEDULE Survey administration shall commence within November/December 2023. <i>(Indicative date)</i></p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Submit a list of clients for the past five (5) years. 4. Submit at least three (3) sample reports from a similar survey conducted. <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. BIR Certificate of Registration 4. Notarized Omnibus Sworn Statement 		
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	<p>Attachments:</p> <p>1. Technical Specifications</p> <p>Note:</p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PHP100,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **21 November 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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. VILLAFRANCA
Officer-in-Charge,
Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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