

November 29, 2023

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2023-11-339  
**PR No.** 11.053


**Requirements :** **Service Provider for the Resource/Motivational Speaker for the TPB 2024 Learning Over Lunch (LOL)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)								
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>Provision of the following: <ul style="list-style-type: none"> <li>Resource/Motivational Speaker that is knowledgeable and can synthesize the session vis-à-vis the set objectives based on the topic “I L.E.A.P. – I Love, I Excel, I Achieve, I Prosper”</li> <li>At least one (1) dedicated Program Coordinator / Program Assistant</li> <li>Program supplies and materials</li> </ul> </li> <li>Price quotation is Inclusive of relevant fees such as transportation, parking, and other expenses to be incurred by the Service Provider, Resource Speaker, and their representatives.</li> <li>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)</li> </ol> <p><b>CRITERIA FOR DETERMINING THE RESPONSIVENESS</b></p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Weight (%)</th> </tr> </thead> <tbody> <tr> <td>Qualification of Resource Speaker who will be assigned to the Project</td> <td>40%</td> </tr> <tr> <td>Firm Experience and Capability</td> <td>40%</td> </tr> <tr> <td>Plan of Approach and Methodology</td> <td>20%</td> </tr> </tbody> </table> <p><i>*Passing Score: 80%</i></p> <p><b>Technical Proposal: 85%</b>  <b>Financial Proposal: 15%</b>  <b>Total: 100%</b></p> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Company Profile (for new bidder)</li> <li>Accomplished Statement of Technical Compliance to the Technical Specifications Annex “A”</li> <li>Submit a proposed outline of the talk based on the topic provided by TPB</li> </ol>	Criteria	Weight (%)	Qualification of Resource Speaker who will be assigned to the Project	40%	Firm Experience and Capability	40%	Plan of Approach and Methodology	20%		PhP200,000.00
Criteria	Weight (%)										
Qualification of Resource Speaker who will be assigned to the Project	40%										
Firm Experience and Capability	40%										
Plan of Approach and Methodology	20%										

	<p>4. Bidder should have been involved in at least three (3) engagement providing similar services in government and private offices within the last three (3) years:</p> <ul style="list-style-type: none"> <li>• For Ongoing Project – submit any of the following: Notice of Award, Notice to Proceed, or Contract</li> <li>• For Completed Project – submit Certificate of Project Completion</li> </ul> <p>5. Submit a list together with the Curriculum Vitae for the Resource Speaker who will synthesize the activities. The Resource Speaker should have conducted at least 5 similar engagements/interventions the within the last three (3) years</p> <p>6. Statement of acceptability of the schedule of the Scope of Deliverables.</p> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor’s Permit</li> <li>3. BIR Certificate of Registration</li> <li>4. SEC/DTI Certificate of Registration</li> <li>5. Notarized Revised Omnibus Sworn Statement Annex “B”</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications Annex “A”</li> <li>2. Notarized Revised Omnibus Sworn Statement Annex “B”</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 <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP200,000.00 inclusive of all applicable taxes.		<b>Php200,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil.fajardo@tpb.gov.ph](mailto:soleil.fajardo@tpb.gov.ph) not later than **06 December 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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.

  
**ROSELLE D. ROMERO**  
30 Nov. 2023  
 Acting Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo  
 Contact number: 02 8525 – 7312 loc. 278

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**  
**SERVICE PROVIDER FOR THE RESOURCE/MOTIVATIONAL SPEAKER FOR THE TPB 2024 LEARNING OVER LUNCH (LOL)**  
**TPB-RFQ 2023-11-339**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1.	Provision of the following: <ul style="list-style-type: none"> <li>• Resource/Motivational Speaker that is knowledgeable and can synthesize the session vis-à-vis the set objectives based on the topic "I L.E.A.P. – I Love, I Excel, I Achieve, I Prosper"</li> <li>• At least one (1) dedicated Program Coordinator/Program Assistant</li> <li>• Program supplies and materials</li> </ul>	
2.	Price quotation is Inclusive of relevant fees such as transportation, parking, and other expenses to be incurred by the Service Provider, Resource Speaker, and their representatives.	
3.	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)	
<b>Indicative Project Implementation Schedule</b>		
1.	<b>Engagement Activity:</b> 2024 TPB Learning Over Lunch (LOL) <b>Date:</b> 12 January 2023 <b>Speaking Duration:</b> at least 2 hours, 10:00am to 12:00nn <b>No. of Participants:</b> 180 pax <b>Venue:</b> within Metro Manila Area	
<b>Terms of Payment</b>		
1.	Payment will be on a send bill arrangement to the Tourism Promotions Board.	
2.	Payment term is 30 working days 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: <ol style="list-style-type: none"> <li>1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee addressed to:                KAREN A. PADOLINA                Acting Head                Personnel and Human Resources Development Division                Tourism Promotions Board                4/F Legaspi Towers 300, Roxas Blvd., Manila 1100  <b>Note: Submission of the original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.</b></li> <li>2. Copy of Official Receipt  <b>Note: Submission of the Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.</b></li> </ol>	
3.	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.	
<b>Contact Duration</b>		
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized 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:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. 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]*