

December 13, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-12-368
PR No. 12.031

Requirements : **Services of an Agency or Consultant who will Conduct a Series of Workshops or Lectures to Align Internal Strategies**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Workshop/Lectures</p> <ol style="list-style-type: none"> To conduct a series of workshops or lectures that would fulfill the given objectives. This will be conducted onsite, with provision for online access as necessary, scheduled during office hours. At least six workshops / lectures are expected to be conducted but the number can be adjustable according to the syllabus. This will also be subject to TPB approval. <p>Internal Manual</p> <ol style="list-style-type: none"> To come up with an internal manual that would include information conducted during the lectures and other relevant knowledge. This manual should serve as MARCOM's guide or reference for future project implementation. Manual should be presentable, must be designed according to the TPB Corporate Brand, and must be suitable to digital and print formats. Design, format and content should be presented to the TPB first for approval. <p>Coordination with all External Agencies under MARCOM</p> <ol style="list-style-type: none"> To assist in drafting the Terms of Reference of given projects and ensure that all programs / plans / projects are aligned and not overlapping. <p>Others</p> <ol style="list-style-type: none"> Provision of additional services apart from the items listed above as long as it is deemed beneficial to TPB, as mutually agreed by both parties. <p>Other Terms and Conditions</p> <ol style="list-style-type: none"> Must be willing to implement and cover all costs regarding design and/or printing of materials. 		PhP1,000,000.00

2. Must be willing to cover all costs in the conduct of the workshop / lecture (e.g. meals, transportation, and venue, if necessary, etc)
3. Must be willing to provide all materials necessary for the proper conduct of the workshop (e.g. microphones, recording equipment, etc)
4. Must be willing to respond to immediate/unforeseen changes in specifications.
5. Must be willing to make adjustments as activities and/or schedules/dates are subject to change without prior notice.
6. Must be willing to sign a Non-Disclosure Agreement when working on internal projects.

Rating Criteria

1. Qualification of Resource Speaker who will be assigned to the Project – 40%
2. Firm Experience and Capability – 40%
3. Plan of Approach and Methodology – 20%

Technical Proposal – 85%

Financial Proposal – 15%

Total: 100%

TECHNICAL REQUIREMENTS:

1. Company Profile (for new bidder)
2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex “A”
3. List of handled/provided Cyber and Social Listening Services to other government agencies within the past two (2) years, with a minimum contract value of PHP 4,000,000.00
4. Agency or Consultant’s CV with list of handled projects, company/agency/firm profile with certifications, etc. that would prove qualification of resource speaker and firm experience and capability (see rating criteria)
5. Syllabus and lesson as stated under plan of approach and methodology (see rating criteria)

LEGAL REQUIREMENTS:

1. PhilGEPS Registration Certificate
2. Business/Mayor’s Permit
3. Income/Business Tax Return
4. SEC/DTI Certificate of Registration
5. Notarized Revised Omnibus Sworn Statement Annex “B”

ATTCHMENTS:

1. Statement of Compliance to the Technical Specifications Annex “A”
2. Notarized Revised Omnibus Sworn Statement Annex “B”

NOTE:

	1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	Based on the tranche stated in the Technical Specification		
Delivery	Date: within Six (6) Months upon receipt of Notice to Proceed Venue: Onsite – TPB Office		
ABC	The Approved Budget for the Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes.		PhP1,000,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **21 December 2023 at 12:00 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
14 Dec. 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
SERVICES OF AN AGENCY OR CONSULTANT WHO WILL CONDUCT A SERIES OF WORKSHOPS OR LECTURES TO
ALIGN INTERNAL STRATEGIES
TPB-RFQ 2023-12-368**

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.	<p>Workshop/Lectures</p> <ol style="list-style-type: none"> 1. To conduct a series of workshops or lectures that would fulfill the given objectives. 2. This will be conducted onsite, with provision for online access as necessary, scheduled during office hours. 3. At least six workshops / lectures are expected to be conducted but the number can be adjustable according to the syllabus. This will also be subject to TPB approval. 	
2.	<p>Internal Manual</p> <ol style="list-style-type: none"> 1. To come up with an internal manual that would include information conducted during the lectures and other relevant knowledge. 2. This manual should serve as MARCOM's guide or reference for future project implementation. 3. Manual should be presentable, must be designed according to the TPB Corporate Brand, and must be suitable to digital and print formats. 4. Design, format and content should be presented to the TPB first for approval. 	
3.	<p>Coordination with all External Agencies under MARCOM</p> <ol style="list-style-type: none"> 1. To assist in drafting the Terms of Reference of given projects and ensure that all programs / plans / projects are aligned and not overlapping. 	
4.	<p>Others</p> <ol style="list-style-type: none"> 1. Provision of additional services apart from the items listed above as long as it is deemed beneficial to TPB, as mutually agreed by both parties. 	
5.	<p>Other Terms and Conditions</p> <ol style="list-style-type: none"> 1. Must be willing to implement and cover all costs regarding design and/or printing of materials. 2. Must be willing to cover all costs in the conduct of the workshop / lecture (e.g. meals, transportation, and venue, if necessary, etc) 3. Must be willing to provide all materials necessary for the proper conduct of the workshop (e.g. microphones, recording equipment, etc) 4. Must be willing to respond to immediate/unforeseen changes in specifications. 5. Must be willing to make adjustments as activities and/or schedules/dates are subject to change without prior notice. 6. Must be willing to sign a Non-Disclosure Agreement when working on internal projects. 	
Project Implementation Schedule		
1.	<p>Date: within Six (6) Months upon receipt of Notice to Proceed Venue: Onsite – TPB Office</p>	
Rating Criteria		
1.	Qualification of Resource Speaker who will be assigned to the Project – 40%	
2.	Firm Experience and Capability – 40%	
3.	Plan of Approach and Methodology – 20%	
4.	Proposals shall be evaluated based on Quality Cost Based Evaluation (QCBE)	

	Technical Proposal – 85% Financial Proposal – 15% Total: 100%											
Terms of Payment												
1.	<p>The proposed payment scheme for the campaign will be billed progressively upon completion of the following milestones. In each milestone:</p> <table border="1"> <thead> <tr> <th>MILESTONE</th> <th>% OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td> Tranche 1: Initial Payment • Presentation of Plans <i>*Within seven (7) days upon receipt of NTP</i> </td> <td>15% of the TCP</td> </tr> <tr> <td> Tranche 2: Months 1 to 3 of engagement • Conduct of the first series of lectures </td> <td>35% of the TCP</td> </tr> <tr> <td> Tranche 3: Months 4 to 5 of engagement • Conduct of the second series of lectures </td> <td>35% of the TCP</td> </tr> <tr> <td> Tranche 4: Last Month • Production of internal Manual and submission of terminal report </td> <td>15% of the TCP</td> </tr> </tbody> </table>	MILESTONE	% OF PAYMENT	Tranche 1: Initial Payment • Presentation of Plans <i>*Within seven (7) days upon receipt of NTP</i>	15% of the TCP	Tranche 2: Months 1 to 3 of engagement • Conduct of the first series of lectures	35% of the TCP	Tranche 3: Months 4 to 5 of engagement • Conduct of the second series of lectures	35% of the TCP	Tranche 4: Last Month • Production of internal Manual and submission of terminal report	15% of the TCP	
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2.	Supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.											
3.	All payments shall be subject to the verification and validation of TPB											
4.	Submit complete, detailed, and transparent third-party media invoices on each cost item, for each Third-Party Supplier contract, indicating negotiated cost, fees, and any additional discount. All documents must be certified as a true copy.											
Contact Duration												
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) up until six (6) months after.											

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]

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]