

21 February 2024

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2024.02.058

Requirement: Services of a Technical Content Writer for the TPBPHL Annual Report for CY 2023 and Other Technical Reports (4th Posting)

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>SCOPE OF SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> 1. Familiarization with TPB and its existing programs, including the review of organizational documents and meetings with key staff; 2. Submission of a Gantt chart subject to end user approval to serve as reference for the agreed upon deliverables and timelines; 3. Narrative write-up of the TPB Corporate Brochure 4. Story/Journey Experience/Narrative concept with the Reader in mind based on the TPB approved messaging with a minimum proposed three (3) themes applicable for the Annual Report 2023; 5. Revision of the narrative concept based on discussion results subject to end user approval to include preliminary outlines each for the Annual Report 2023, the Mid-year Report 2023 and the Year-end Report 2023; 6. Actual narrative drafts with all visual elements pegged each applicable for the Corporate Brochure, Mid-year Report 2023, the Year-end Report 2023, and the Annual Report 2023; 7. Editing, revision and proofreading related to content and/or language of the running draft and story flow each 	240,000.00	240,000.00

applicable for the Mid-year Report 2023, the Year-end Report 2023, and the Annual Report based on input from end user up to the final approved rendition as applicable

8. Coordination with the Project Officers assigned and graphic designer- layout artist on the alignment of narratives and visuals for the Annual Report 2023. The Content Writer shall also proof-reads the texts as they are laid out by the graphic designer- layout artist.
9. Final narratives rewrite/draft in Word document format, including the table of contents, photo captions and credit information subject to end user approval up to the level of the TPB Chief Operating Officer.
10. Proofreading of the four (4) mock-ups applicable for the Annual Report 2023.
11. Service Provider shall :
 - a. respond to the required changes to the drafts/reports as part of the review and feedback process;
 - b. Participate effectively in team-based, information-sharing collaborative environment;
 - c. Focus on impact and results for the client; and
 - d. Be available as needed for face-to-face consultation at the TPB office as needed within the project period.

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

Criteria	%Weight
I. Qualification of the Key Personnel	50
II. Capability in Technical Content Writer/Firm	
III. Compelling Narrative Story/Journey	50
TOTAL	100%

Passing Rate = 85%

Please refer to the Technical Specifications for details.

ELIGIBILITY REQUIREMENTS

A. If Bidding as a Firm

1. Must be duly registered Company in the Philippines and must be in operation for the last four (4) years.
2. Must be a Company handling corporate communication or similar project for the last for (4) years.
3. Submission of Eligibility documents to support the qualification of the Technical Content Writer as enumerated in item B. Technical Content Writer, items a-e

**B. If Bidding as an Individual
(Technical Content Writer)**

1. Demonstrable, excellent comprehensive report writing skills. English fluency is required; The Technical Content Writer must have a minimum of four (4) years' demonstrable experience in Corporate Communications and in handling complex information
2. Excellent information organization skills evidenced through the narrative flow and sustained messaging in the portfolio samples; and
3. Experience in producing corporate products including the writing and editing of Annual Reports or comparative output (e.g., Sustainability Reports, Integrated Annual and Sustainability Reports)
4. Ability to produce a compelling and sustained story narrative is evidenced through the sample portfolio for each sample work submission as a premium qualification

Submit the following:

A. Firm

1. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable
2. Company Profile
3. List of completed government and private contract for the **last four (4) years** whether similar or not similar in nature to the project. The format shall include the name of the

	<p>client, title of the project, amount of the contract, and duration of the contract. <u>For Completed Project</u> – submit Certificate of Project Completion or its equivalent.</p> <p>B. Technical Content Writer</p> <ol style="list-style-type: none"> a. A brief profile b. List and evidence of relevant work experience for at least four (4) years; c. Curriculum Vitae; d. Sample works/portfolio (minimum of three outputs); e. Gantt Chart submission as to the proposed implementation plan which clearly sets out the timeframes for each required output to ensure that the deadlines are met; <p>LEGAL DOCUMENTS</p> <p>A. If Bidding as a Firm</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate ▪ Business/Income Tax Return Certificate ▪ Mayor’s Permit ▪ Omnibus Sworn Statement <p>B. If Bidding as an Individual (Technical Content Writer)</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate ▪ BIR Certificate of Registration ▪ Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Omnibus Sworn Statement 3. TPF6 Form 4. Statement of Compliance <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	PhP240,000.00, inclusive of applicable taxes		

Please submit the **quotation, duly signed by the authorized representative** together with the **eligibility and legal documents** enumerated above in a **sealed envelope** to the address below not later than **04 March 2024, until 5:00pm**:

BAC Secretariat
Procurement and General Services Division
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Boulevard Manila

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

Acting Head 23 February 2024

Procurement and General Services Division
Administrative Department

Contact Details: janet_villafranca@tpb.gov.ph / 85259318 loc. 270