

01 March 2024

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2024.03.072

Requirements: Consulting Services for the Planning and Implementation of the TPBPHL GAD Program for 2024

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Deliverables</p> <ol style="list-style-type: none"> 1. GAD Assessment Report 2. GAD Capacity Development Plan and Monitoring Tools 3. 2023 GAD Accomplishment Report 4. 2024 GAD Plan and Budget 5. 2024-2030 GAD Agenda and Guide for Operationalization 6. Customized training modules on the following: <ol style="list-style-type: none"> a. Gender and Tourism b. Gender Sensitive Customer Service 7. Improved TPB Project Proposal and Project Brief forms and guide 8. Gender Sensitivity Training with SOGIESC (GST with SOGIESC) <p style="margin-left: 40px;">At least one (1) session during the contract duration for approximately 30 pax</p> <p>Bidders are shall be given thirty (30) minutes to present the plan of approach and methodology.</p>	950,000.00	950,000.00

The technical proposal shall be rated as follows:

Criteria	Weight (%)
I. Applicable experience of the Consulting Firm	30
II. Qualification of the Key Personnel	50
III. Plan of Approach and Methodology	20
TOTAL	100

The passing score is 80%

The Technical and Financial proposal shall be rated based on the following:

Proposal	Weight (%)
Technical	85
Financial	15
TOTAL	100

The passing score is 85%

Please see attached Terms of Reference for complete details.

Technical Documents

- SEC, DTI, CDR certificate** (Must be Filipino owned, operated and legally registered company under Philippine laws and must be in operation for the last five (5) years)

Articles of Incorporation and its amendments, if available

- List of Completed Contracts within the last five (5) years** (Must have undertaken at least three (3) successful consultancy services with private or government organizations)

- Curriculum Vitae (Using TPF6 Form) of the Key Personnel**

Lead Subject Matter Experts

- Must have experience in preparing and facilitating accomplishment of PCW prescribed reports and forms such as GAD Agenda, GPB, GAD AR, GMEF, HGDG and PIMME.

	<p>b. Must have conducted at least five (5) sessions related to Gender and Development in the last three (3) years.</p> <p><u>Senior Subject Matter Experts</u></p> <p>a. Must have experience in preparing and facilitating accomplishment of PCW prescribed reports and forms such as GAD Agenda, GPB, GAD AR, GMEF, HG DG and PIMME</p> <p>b. Must be proficient in Microsoft Office applications.</p> <p><u>Coordinator</u></p> <p>a. Must have experience in providing technical assistance.</p> <p>b. Must be proficient in Microsoft Office applications.</p>		
	<p>Legal Documents</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate ▪ Business/Income Tax Return Certificate ▪ Mayor’s Permit ▪ Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Annex A_Terms of Reference 2. TPF6 Form 3. Revised Omnibus Sworn Statement 		
	<p>Notes:</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	PhP950,000.00, inclusive of applicable taxes		

Please submit the **proposal, duly signed by the authorized representative** together with the **technical and legal documents** enumerated above in a **sealed envelope** to the address below not later than **08 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.



JANET G. VILAFRANCA

Officer-in-Charge

Procurement and General Services Division

Administrative Department

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