

REQUEST FOR PROPOSAL (RFP)

22 May 2024

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

Proposal No. TPB-PR.2024.05.134

PR No. 5.030

REQUIREMENTS: CONSULTANCY SERVICES TO PROVIDE FACILITATION OF TRAINING, WORKSHOPS, AND COACHING FOR THE QUALITY MANAGEMENT SYSTEM (QMS) PLANNING SESSIONS FOR CY 2024 AND CY 2025 OF THE TOURISM PROMOTIONS BOARD

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/SERVICES: The said consulting services shall involve the following activities:</p> <ol style="list-style-type: none"> 1. Provision of Subject Matter Expert/s and Key personnel for the facilitation of and coaching for the QMS Planning Sessions; 2. Familiarization with TPB and its existing programs, including review of organizational documents and meetings with key personnel; 3. Compliance with the training and consulting requirements for the entire approved undertakings including but not limited to managing the Program Flow and facilitation of all the identified QMS activities specified in this Terms of Reference; 4. Adherence to the appointments - mutually agreed consulting/planning/ training days; 	PhP1,000,000.00	PhP1,000,000.00

	<p>5. Facilitate the conduct of planning workshops, training, focus group discussions, and pocket meetings to complete the Scope of Services/Outputs and Deliverables specified in this Terms of Reference;</p> <p>6. Provision of templates for any pre-work required and templates for use in “in- session” activities</p> <p>7. Provision of electronic copies of all program/training material prior to each and all scheduled training with a post report per milestone ; and</p> <p>8. Produce one (1) Final Engagement Report covering the proceedings of the planning events including workshops, outputs during the activities and meetings, with synthesis and final audit/gap analysis report and recommendations on how to sustain and implement the learnings gained or any immediate “next steps”; all activities indicated in this Terma of Reference shall likewise be covered in the Final Engagement Report.</p> <p>9. Provide training workshop materials as may be necessary.</p> <p><u>NOTE: Attached is the Statement of Compliance with the Terms of Reference for complete details of the requirement.</u></p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 		
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	<p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Terms of Reference 2. Statement of Compliance <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for the Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your **proposal** together with the legal documents enumerated above to the email address **genesis_lee@tpb.gov.ph** not later than **29 May 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City.

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, Procurement and General Services Division
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**