

REQUEST FOR QUOTATION (RFQ)

11 June 2024

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

Quotation No. TPB-PR.2024.06.155

PR No. 5.053

REQUIREMENTS: ENGAGEMENT OF TRAINING SERVICE PROVIDER FOR THE 2024 IN-HOUSE LEARNING SESSIONS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/SERVICES:</p> <p>TRAINING ON PROTOCOL AND SOCIAL GRACES An in-house workshop designed to equip participants with the necessary knowledge and skills to navigate and conduct themselves appropriately in official and diplomatic settings. This knowledge is valuable for those involved in organizing or participating in official functions. Indicative Dates: 19-20 August 2024</p>	PhP300,000.00	PhP300,000.00
LOT 2	<p>SEMINAR ON CUSTOMER SERVICE EXCELLENCE An in-house training on Customer Service Excellence as a learning intervention to improve its personnel's competency and as an action plan for the recent Customer Satisfaction Survey Report. Indicative Dates: 03-04 July 2024</p>	PhP200,000.00	PhP200,000.00
LOT 3	<p>SEMINAR ON ARTIFICIAL INTELLIGENCE An intervention to familiarize and orient with the nature and use of Artificial Intelligence (AI) in increasing the efficiency and quality of its work. Indicative Dates: 18-19 September 2024</p> <p>Note: <u>Attached is the Statement of Compliance to the Technical Specifications which shall form an integral part of the RFQ.</u></p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> Company Profile (<i>New Bidder</i>) SEC/DTI Registration Certificate Signed Statement of Compliance 	PhP200,000.00	PhP200,000.00

	<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. Technical Specifications 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 the invoice.		
ABC	The total Approved Budget for the Contract (ABC) is PhP700,000.00 inclusive of all applicable taxes.		

Please submit your **quotation** together with the legal documents enumerated above to the email address **genesis_lee@tpb.gov.ph** not later than **18 June 2024 on or before 1700H**, duly signed by your representative, and deliver to the Procurement and General Services Division, Administrative Department, 6/F, 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**