

**REQUEST FOR QUOTATION (RFQ)**

21 June 2024

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

**Proposal No.** TPB-PR.2024.06.164

**PR No.** 6.013

**REQUIREMENTS: SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE TOURISM PROMOTIONS BOARD (TPB) 2024 TEAM-BUILDING ACTIVITY**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>A. Details:</b> Engagement Activity: TPB 2024 Team Building Activity Concept : Scavenger Hunt Schedule : 24-26 July 2024 No. of Participants : 200 pax Venue : Whiterock Beach Hotel &amp; Waterpark - Subic, Zambales</p> <p><b>B. Provision of the following:</b> <b>Pre-Session:</b> 1. Customized Program Outline based on the objectives and concept subject for approval 2. Poster Announcement in jpeg or pdf format or 30-second Teaser video -Poster layout to be to be approved by TPB</p> <p><b>In-Session:</b> 1. At least one (1) Resource Speaker/ Program Facilitator based on the topic provided by TPB with the following qualifications: a. Knowledgeable in any type of teamwork and interactive interventions b. Have conducted at least five (5) similar interventions for the past five (5) years as indicated in the CV to be submitted</p>	PhP350,000.00	PhP350,000.00

<p>c. Program for 16 hours subject for approval upon award</p> <p>2. Program management team:</p> <p>a. At least one (1) dedicated Program Coordinator/ Program Assistant</p> <p>b. At least five (5) personnel that will assist during the session</p> <p>3. Program facilitation</p> <p>4. Supplies and materials needed for the duration of the program</p> <p>5. Awards, Prizes and/ or tokens (in kind or monetary) for individual and group activity winners</p> <p>6. Synthetization of the result of the activity/program</p> <p>C. Incidental, and other miscellaneous and on-site related expenses amounting to Twenty-Thousand Pesos (PhP20,000.00).</p> <p>D. Price quotation is Inclusive of transportation, accommodation, meals, and other expenses of the PMT representatives.</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Team Building Proper : 24-26 July 2024</p> <p>Program : 2 days</p> <p>maximum of sixteen (16) hours</p> <p><b><u>NOTE: Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirement.</u></b></p> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b></p> <p>1. Company Profile</p> <p>2. SEC/DTI Registration Certificate</p> <p><b>LEGAL REQUIREMENTS</b></p> <p>1. PhilGEPS Registration Certificate</p> <p>2. Business/Mayor's permit</p> <p>3. Income/Business Tax Return</p> <p>4. Notarized Omnibus Sworn Statement</p>		
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Terms	30 days upon receipt of the invoice.		
ABC	Approved Budget for the Contract (ABC) is <b>PhP350,000.00</b> 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 **26 June 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**