

September 17, 2024

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

Quotation No. TPB-PR. 2024-09-253

REQUIREMENTS: Service Provider for the 2024 Taunang Parangal sa Bayaning Pilipino In-House Learning Session

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount										
1 LOT	<p>SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <table border="1"> <thead> <tr> <th>Learning Session Title</th> <th>Indicative Date</th> <th>Time</th> <th>Platform/ Venue</th> <th>No. of Pax</th> </tr> </thead> <tbody> <tr> <td>Laughter Yoga</td> <td>30 September 2024</td> <td>1:30 PM - 3:00 PM</td> <td>Face to Face/ Metro Manila Area</td> <td>180</td> </tr> </tbody> </table> <p>Rationale An in-house learning session designed to equip participants with the necessary stress relief techniques, may trigger the release of feel-good chemicals in brain and could reduce levels of stress hormones, which may help to feel relaxed and joyful.</p> <p>Objectives</p> <ol style="list-style-type: none"> To familiarize participants with the with yoga breathing techniques (Pranayama) combines laughter exercises which brings more oxygen to our body and brain making us feel more energetic and healthy. 	Learning Session Title	Indicative Date	Time	Platform/ Venue	No. of Pax	Laughter Yoga	30 September 2024	1:30 PM - 3:00 PM	Face to Face/ Metro Manila Area	180	PhP250,000.00	PhP250,000.00
Learning Session Title	Indicative Date	Time	Platform/ Venue	No. of Pax									
Laughter Yoga	30 September 2024	1:30 PM - 3:00 PM	Face to Face/ Metro Manila Area	180									

2. To exercise which can reduce stress, make immune system stronger and keep mind positive during challenging times.

Expected Output/ Outcome:

1. To feel more relaxed can also help to sleep better.
2. To help shake off stress, boost immune system, and foster a sense of connection and community, bringing truth to the saying that "laughter just might be the best medicine."

QUALIFICATIONS

- A. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices.
- B. Bidder must submit a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including course outline
- C. Bidder must submit evaluation instrument to measure the effectiveness of the learning intervention and improvement of participants.
- D. Bidder must be able to provide the following based on the stated specifications:
 - (1) Qualified resource speaker/ subject matter expert/s with at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic
 - (2) Training Coordinator
- E. Bidder must provide list of key persons involved with respective work assignments during preparation and actual learning session such as Learning Service Provider, Training Coordinator, project management team (if applicable) and the like, with their curriculum vitae.

ELIGIBILITY REQUIREMENTS

- A. Technical requirements:
 1. Submit a customized proposal tailor-fit to the organization's needs and objectives - not generic, one-size-fits-all materials including:
 - a. Course outline

	<p>b. List of key persons involved with respective work assignments during preparation and actual learning session and curriculum vitae</p> <p>2. Submit evaluation instrument to be used by supervisors after 6 months to measure the application of learning of the participants based on the abovementioned rationale, objectives and the expected output/ outcome</p> <p>3. Submit a list of qualified subject matter experts with their respective Curriculum Vitae based on the stated topics</p> <p>4. Submit a list of completed projects for the past 3 years in the private and government offices with a brief description and amount of contract. For government offices, must submit at least one of the following:</p> <ul style="list-style-type: none"> a. Notice of Award (NOA) b. Purchase Order (P.O.) c. Event Contract, and/or Notice to Proceed (NTP) <p>5. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.</p> <p>B. Deliverables</p> <ul style="list-style-type: none"> ■ Pre-Session: <ul style="list-style-type: none"> 1. Must submit a proposed course outline for approval of the end-user 2. Poster announcement 3. Pre-approved evaluation instrument to be used by supervisors to measure the level of employee engagement and satisfaction of the participants after 6 months ■ In-Session: <ul style="list-style-type: none"> 1. Training Coordinator and Learning Service Provider 2. Training handouts, supplies and materials ■ Post-session: <ul style="list-style-type: none"> 1. Provision of certificates 2. Submission of post-program/terminal reports <p>CRITERIA FOR EVALUATION</p>		
--	--	--	--

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

Technical Bid/Proposal Criteria and Rating (80% passing score)

APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the contract is TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00).

The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget. The deadline for submission of bids should be at a time and place specified in the request for quotation {RFQ}.

TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables per lot item and receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

ROSSANDRA AMYTHEA Q. CAYAGO
Acting Head
Personnel and Human Resources Development
Division Tourism Promotions Board
6/F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines

	<p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>2. Copy of Official Receipt</p> <p>Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.</p> <p>Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>TECHNICAL AND LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. Mayor's / Business Permit 3. PhilGEPS Registration Certificate 4. Income / Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Company Profile 7. SEC / DTI Certificate <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. 3. Submit Formal Financial Quotation <p>Attachment: Technical Specification</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP250,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **23 September 2024 on or before 1:00 P.M** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-com Center, Harbor Drive Mall Of Asia Complex, Pasay City.

Please be informed that 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

OIC, Procurement and General Services Division
Administrative Department *LR*

Contact Person

MR. SOCRATES G. TORRES

Contact No.

(8) 525-9318 local 266