

8 November 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB RFQ 2024-11-311  
**PR No.** 11.005 / 2024-11-235  
**Requirements:** SERVICE PROVIDER FOR THE 2024 TPB MENTAL FITNESS SURVEY

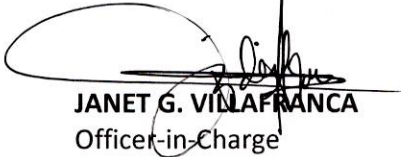
Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
Lot 1	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>1. To gather data and mental fitness through online survey to be administered to all TPB personnel to measure the following areas:</p> <ul style="list-style-type: none"> <li>• Mental Health in work and personal settings (stress, anxiety, depression and burnout)</li> <li>• Employee Engagement</li> <li>• Job Satisfaction</li> <li>• Intention to stay; and</li> <li>• Other related areas</li> </ul> <p>2. Coverage is the actual number of TPB personnel who have rendered at least three (3) months in TPB as of 30 October 2024 (estimated at 165 personnel or until those hired on 31 July 2024).</p> <p>3. Send out links to all TPB personnel upon finalization of the questionnaire with TPB’s approval and provision of TPB personnel email addresses.</p> <p>4. Link to the survey shall be open for seven (7) working days.</p> <p>5. Send email reminders within 3 days upon send out of the links.</p> <p>6. Submit and present initial report to the Administrative Manager and PHRDD concerned personnel ten (10) working days after the online survey is closed:</p> <ul style="list-style-type: none"> <li>a. Result of Permanent Employees’ Responses</li> <li>b. Result of Contract of Service (COS) Personnel’s Responses</li> <li>c. Comparative Result of the 2024 vis-à-vis the 2023 baseline results</li> </ul>	PhP100,000.00	PhP100,000.00

	<p>7. Assess previous TPB Mental Health Survey result vis-à-vis the generated result with recommended interventions, if applicable, to be included in the final report.</p> <p>8. Submit and present final report to TPB Management upon confirmation of available schedule:</p> <p>a. Result of Permanent Employees’ Responses  b. Result of Contract of Service (COS) Personnel’s Responses  c. Comparative Result of the 2024 vis-à-vis the 2023 baseline results</p> <p>9. Reports shall be submitted to PHRDD in soft and hard copies as well as the copy of the deck for presentation purposes.</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Survey administration shall commence within November/December 2024. (Indicative date)</p> <p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. Bidder must have at least five (5) years of experience conducting organizational survey tools in government and private sectors.</li> <li>4. Submit a list of clients for the past 5 years.</li> <li>5. Submit at least three (3) sample reports from a similar survey conducted.</li> <li>6. Submit a proposal based on the above deliverables with a price quotation.</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor’s Permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Notarized Revised Omnibus Sworn Statement</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications/ Terms of Reference</li> <li>2. Statement of Compliance</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	PhP100,000.00 inclusive of all applicable fees and taxes		PhP100,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [kristine\\_aclan@tpb.gov.ph](mailto:kristine_aclan@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **13 November 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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.



**JANET G. VILLAFRANCA**  
Officer-in-Charge  
Procurement Management Division

**Contact person: Kristine Heizelle B. Aclan**

**TERMS OF REFERENCE**  
**SERVICE PROVIDER FOR 2024 TPB MENTAL FITNESS SURVEY**

**I. BACKGROUND**

Mental health in the workplace is top of mind for everyone these days. It's no secret that work-related risk factors can negatively affect mental health such that improving the mental health of the workforce is no longer a nice- to-have but a necessity.

During the first semester, an online Mental Health Survey was conducted to TPB personnel covering CY 2023 for baselining of results.

In order to create a trend, TPB desires to conduct the survey on a semestral basis to identify the level of engagement and other concerns of the personnel and further propose to the Management activities or interventions to address them.

**II. OBJECTIVES**

TPB desires to engage with a service provider that can administer an online Mental Fitness Survey with the following objectives:

1. to identify the current status of the TPB population in terms of employee engagement, employee job satisfaction, turnover intention, etc.
2. to establish trend analysis vis-à-vis the 2023 baseline result and track key HR metrics such as employee engagement, job satisfaction, turnover intention, etc.
3. to generate predictive analytics for the key HR metrics.
4. to identify drivers/ factors that affect the survey result as a reference for future personnel planning and decision-making.

**III. SCOPE OF WORK/ SERVICES**

1. To gather data and mental fitness through online survey to be administered to all TPB personnel to measure the following areas:
  - Mental Health in work and personal settings (stress, anxiety, depression and burnout)
  - Employee Engagement
  - Job Satisfaction
  - Intention to stay; and
  - Other related areas
2. Coverage is the actual number of TPB personnel who have rendered at least three (3) months in TPB as of 30 October 2024 (*estimated at 165 personnel or until those hired on 31 July 2024*).
3. Send out links to all TPB personnel upon finalization of the questionnaire with TPB's approval and provision of TPB personnel email addresses.
4. Link to the survey shall be open for seven (7) working days.
5. Send email reminders within 3 days upon send out of the links.

6. Submit and present initial report to the Administrative Manager and PHRDD concerned personnel ten (10) working days after the online survey is closed:
  - a. Result of Permanent Employees' Responses
  - b. Result of Contract of Service (COS) Personnel's Responses
  - c. Comparative Result of the 2024 vis-à-vis the 2023 baseline results
7. Assess previous TPB Mental Health Survey result vis-à-vis the generated result with recommended interventions, if applicable, to be included in the final report.
8. Submit and present final report to TPB Management upon confirmation of available schedule:
  - a. Result of Permanent Employees' Responses
  - b. Result of Contract of Service (COS) Personnel's Responses
  - c. Comparative Result of the 2024 vis-à-vis the 2023 baseline results
9. Reports shall be submitted to PHRDD in soft and hard copies as well as the copy of the deck for presentation purposes.

#### **IV. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Bidder must have at least five (5) years of experience conducting organizational survey tools in government and private sectors. *(SEC/DTI Registration Certificate)*
2. Bidder must submit a list of clients for the past 5 years.
3. Bidder must submit at least three (3) sample reports from a similar survey conducted.
4. Bidder must submit a proposal based on the above deliverables with a price quotation.

#### **V. PROJECT IMPLEMENTATION SCHEDULE**

Survey administration shall be conducted within November/ December 2024.  
*(Indicative date)*

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is ONE HUNDRED THOUSAND PESOS (P100,000.00) inclusive of all applicable fees and taxes.

#### **VII. TERMS OF PAYMENT**

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables 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

Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

2. Copy of Official Receipt

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.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

## VIII. CONTACT PERSONS

For particulars, please contact:

Rossandra Amythea Q. Cayago  
[amy\\_cayago@tpb.gov.ph](mailto:amy_cayago@tpb.gov.ph)

Karen A. Padolina  
[karen\\_padolina@tpb.gov.ph](mailto:karen_padolina@tpb.gov.ph)

Lyka R. Ragot  
[lyka\\_ragot@tpb.gov.ph](mailto:lyka_ragot@tpb.gov.ph)

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SERVICE PROVIDER FOR THE 2024 TPB MENTAL FITNESS SURVEY

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>To gather data and mental fitness through online survey to be administered to all TPB personnel to measure the following areas:</p> <ul style="list-style-type: none"> <li>• Mental Health in work and personal settings (stress, anxiety, depression and burnout)</li> <li>• Employee Engagement</li> <li>• Job Satisfaction</li> <li>• Intention to stay; and</li> <li>• Other related areas</li> </ul>	
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3	Send out links to all TPB personnel upon finalization of the questionnaire with TPB’s approval and provision of TPB personnel email addresses.	
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7	Assess previous TPB Mental Health Survey result vis-à-vis the generated result with recommended interventions, if applicable, to be included in the final report.	
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## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

9	Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item	
10	Reports shall be submitted to PHRDD in soft and hard copies as well as the copy of the deck for presentation purposes.	
11	<b>PROJECT IMPLEMENTATION SCHEDULE</b> Survey administration shall commence within November/December 2024. (Indicative date)	
12	<b>ADDITIONAL TECHNICAL REQUIREMENTS</b> Bidder must have at least five (5) years of experience conducting organizational survey tools in government and private sectors.	
13	Bidder must submit a list of clients for the past 5 years.	
14	Bidder must submit at least three (3) sample reports from a similar survey conducted.	
15	Bidder must submit a proposal based on the above deliverables with a price quotation.	
16	<b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*