

25 November 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-11-328
PR No. 11.034 / 2024-11-257
Requirements: SERVICE PROVIDER FOR THE TPB 18-DAY CAMPAIGN AGAINST VIOLENCE AGAINST WOMEN LOTS 1-4

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
Lot 1	<p>SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>Service Provider for the TPB 18-Day Campaign Against Violence Against Women activities:</p> <p>MAKING TPB A SAFE WORKPLACE Awareness Seminar Session on Identifying and Addressing Microaggression Against Women in the Workplace</p> <ul style="list-style-type: none"> • Provision of Resource Person/ Facilitator who is an expert or advocate in Gender Equality and/or Women Empowerment with: <ul style="list-style-type: none"> - At least two (2) years of experience as a Resource Person in related topics, and; - Have conducted at least two (2) similar activities in the past two (2) years • Provision of Food and Beverages for a maximum of 35 pax <ul style="list-style-type: none"> - AM snacks: preferably sandwich or pasta and coffee/ choco/ soy drink - PM snacks: preferably sandwich or pasta and juice/ softdrinks - Packed lunch: vegetable, meat/fish, rice • Provision of certificates • Submission of Post Activity Report with photo documentation 	PhP117,500.00	PhP455,000.00
Lot 2	<p>BE SMART, BE SAFE: SAFETY STRATEGIES IN THE MODERN TIMES Safety and Protection Skills Training</p> <ul style="list-style-type: none"> • Provision of Safety and Protection Skills Trainer/ Instructor who have conducted at least two (2) similar activities in the past two (2) years • Provision of training materials and safety kits for participants consisting of mats for the training session – 30 pcs 	PhP80,500.00	

<p>Lot 3</p>	<ul style="list-style-type: none"> • Provision of Food and Beverages for a maximum of 35 pax <ul style="list-style-type: none"> - AM snacks: preferably sandwich or pasta and coffee/ choco/ soy drink - PM snacks: preferably sandwich or pasta and juice/ softdrinks - Packed lunch: vegetable, meat/fish, rice • Provision of certificates • Submission of Post Activity Report with photo documentation <p>WE'VE GOT YOUR BACK, SIS! TPB Donation Activity</p> <ul style="list-style-type: none"> • Coordination with the identified relevant organization as approved by TPB • Photo & Video Coverage of the Activity • Coordination with Delivery Services for transportation of donations • Food and Beverages for a maximum of 20 pax for TPB representatives during the Program for Donation • Provision of the following items for donation: <ul style="list-style-type: none"> - Laundry powder – 10kg (1 bucket) x 50pcs - Dishwashing liquid – 1 gallon x 50 pcs - Bleach (for white) – 1 gallon x 50 pcs - Bleach (for colored) – 1 gallon x 50 pcs - Fabric Conditioner – 1 gallon x 50 pcs - Alcohol (70% solution) Ethyl or Isopropyl Alcohol – 1 gallon x 23 pcs • Conduct a brief program during the turnover of donation • Banner for Turnover Program (4x5 Tarpaulin) • Submission of Post Activity Report with photo documentation 	<p>PhP131,000.00</p>	
<p>Lot 4</p>	<p>TURISMO PAMASKO SA BATA: ART HEALS THE HEART TPB Painting Workshop for Children Survivors of Human Trafficking and Abuse</p> <ul style="list-style-type: none"> • Provision and coordination with the identified Facilitator/ Resource person as approved by TPB inclusive of the following: <ul style="list-style-type: none"> - Professional fees - Workshop materials for the participants - Logistical Requirements (Transportation, Food and Beverages for the Resource Person, and Assistants, etc.) • Qualifications of Resource Person: <ul style="list-style-type: none"> - Renowned Filipino artist with experience in teaching or facilitating painting workshops on a wide range of subjects such as landscape, portraits, still life (etc.) using various mediums 	<p>PhP126,000.00</p>	

- With present or past social involvement or advocacies
- Membership or affiliation to art related associations such as but not limited to Philippine Pastel Arts Inc., and Art Discovery and Learning Foundation Inc.
- Photo and Video Coverage of the Activity
- Coordination with identified beneficiary as approved by TPB
- Meals for participants for a maximum of 40 pax
- Conduct a brief program during the workshop
- Banner for the Outreach Activity (4x5 tarpaulin)
- Submission of Post Activity Report with photo documentation
- T-shirt for Volunteers and Participants (40 pax)
 - **Fabric:** Cotton
 - **Logo print:** Full Embroidery
 - **Colors:** White, Purple, and Orange
 - **Sizes:** XS, Small, Medium, Large, 2XL, 3XL, and 4XL
 - Sizes includes children sizes ranging from 8 to 17 years old (sizes to be submitted before the event)

ART HEALS THE HEART TSHIRT



QTY: 40

Sizes: Kids Size, XS, M, L, XL, 2XL, 3XL

Material: Cotton

PROJECT IMPLEMENTATION/SCHEDULE

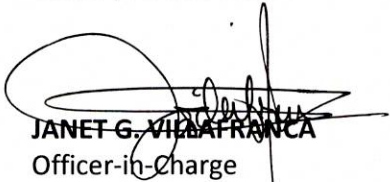
Lot	Activity	No. of pax	Date/ Time	Venue
1	BE SMART, BE SAFE: SAFETY STRATEGIES IN THE MODERN TIMES	35 pax	12 Dec 2024 from 9:00 AM – 5:00 PM	TPB Activity Room

	2	MAKING TPB A SAFE WORKPLACE	35 pax	13 Dec 2024 from 9:00 AM – 5:00 PM	TPB Activity Room		
	3	WE'VE GOT YOUR BACK, SIS!: TPB DONATION FOR VICTIMS OF VAW	20 pax	16 Dec 2024 from 9:00 AM – 12:00 PM	Haven for Women Facility (DSWD) - Muntinlupa City		
	4	TURISMO PAMASKO SA BATA	40 pax	20 Dec 2024 from 9:00 AM – 12:00 PM	Voice of the Free Facility - Angono, Rizal		
	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Bidders must have at least three (3) years of experience in conducting various events and activities in government or private offices. • Submit the proposed Meals Menu subject to the approval of TPB upon the receipt of NOA. • Submit proposed tarpaulin designs subject to the approval of TPB upon the receipt of NOA. • Submit shirt material upon submission of quotation subject to approval of TPB. • Submit shirt sizes sample subject to the approval of TPB upon receipt of NOA. • Delivery of shirts should be at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 before 18 December 2024. <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration 4. Omnibus Sworn Statement <p>ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Technical Specifications/ Terms of Reference 2. Statement of Compliance <p>NOTE</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 						
Terms	Thirty (30) working days from the receipt of invoice/ billing.						
ABC	PhP455,000.00 inclusive of all applicable fees and taxes.						PhP455,000.00

Please submit your **quotation, with the technical and legal** documents duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than 29 **November 2024, 12:00 NN**, 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. VILAFRANCA
Officer-in-Charge
Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE TPB 18-DAY CAMPAIGN AGAINST VIOLENCE AGAINST WOMEN LOTS 1-4

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>SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>Service Provider for the TPB 18-Day Campaign Against Violence Against Women activities:</p> <p>LOT 1: MAKING TPB A SAFE WORKPLACE – Awareness Seminar Session on Identifying and Addressing Microaggression Against Women in the Workplace</p> <ul style="list-style-type: none"> • Provision of Resource Person/ Facilitator who is an expert or advocate in Gender Equality and/or Women Empowerment with: <ul style="list-style-type: none"> - At least two (2) years of experience as a Resource Person in related topics, and; - Have conducted at least two (2) similar activities in the past two (2) years 	
2	<p>LOT 1: MAKING TPB A SAFE WORKPLACE – Awareness Seminar Session on Identifying and Addressing Microaggression Against Women in the Workplace</p> <ul style="list-style-type: none"> • Provision of Food and Beverages for a maximum of 35 pax <ul style="list-style-type: none"> - AM snacks: preferably sandwich or pasta and coffee/ choco/ soy drink - PM snacks: preferably sandwich or pasta and juice/ softdrinks - Packed lunch: vegetable, meat/fish, rice 	
3	<p>LOT 1: MAKING TPB A SAFE WORKPLACE – Awareness Seminar Session on Identifying and Addressing Microaggression Against Women in the Workplace</p> <ul style="list-style-type: none"> • Provision of certificates 	
4	<p>LOT 1: MAKING TPB A SAFE WORKPLACE – Awareness Seminar Session on Identifying and Addressing Microaggression Against Women in the Workplace</p> <ul style="list-style-type: none"> • Submission of Post Activity Report with photo documentation 	
5	<p>LOT 2: BE SMART, BE SAFE: SAFETY STRATEGIES IN THE MODERN TIMES – Safety and Protection Skills Training</p> <ul style="list-style-type: none"> • Provision of Safety and Protection Skills Trainer/ Instructor who have conducted at least two (2) similar activities in the past two (2) years 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

6	<p>LOT 2: BE SMART, BE SAFE: SAFETY STRATEGIES IN THE MODERN TIMES – Safety and Protection Skills Training</p> <ul style="list-style-type: none"> • Provision of training materials and safety kits for participants consisting of mats for the training session – 30 pcs 	
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10	<p>LOT 3: WE’VE GOT YOUR BACK, SIS! – TPB Donation Activity</p> <ul style="list-style-type: none"> • Coordination with the identified relevant organization as approved by TPB 	
11	<p>LOT 3: WE’VE GOT YOUR BACK, SIS! – TPB Donation Activity</p> <ul style="list-style-type: none"> • Photo & Video Coverage of the Activity 	
12	<p>LOT 3: WE’VE GOT YOUR BACK, SIS! – TPB Donation Activity</p> <ul style="list-style-type: none"> • Coordination with Delivery Services for transportation of donations 	
13	<p>LOT 3: WE’VE GOT YOUR BACK, SIS! – TPB Donation Activity</p> <ul style="list-style-type: none"> • Food and Beverages for a maximum of 20 pax for TPB representatives during the Program for Donation 	
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16	<p>LOT 3: WE’VE GOT YOUR BACK, SIS! – TPB Donation Activity</p> <ul style="list-style-type: none"> • Banner for Turnover Program (4x5 Tarpaulin) 	
17	<p>LOT 3: WE’VE GOT YOUR BACK, SIS! – TPB Donation Activity</p> <ul style="list-style-type: none"> • Submission of Post Activity Report with photo documentation 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

18	<p>LOT 4: TURISMO PAMASKO SA BATA: ART HEALS THE HEART – TPB Painting Workshop for Children Survivors of Human Trafficking and Abuse</p> <ul style="list-style-type: none"> • Provision and coordination with the identified Facilitator/ Resource person as approved by TPB inclusive of the following: <ul style="list-style-type: none"> - Professional fees - Workshop materials for the participants - Logistical Requirements (Transportation, Food and Beverages for the Resource Person, and Assistants, etc.) 	
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STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

- Sizes includes children sizes ranging from 8 to 17 years old (sizes to be submitted before the event)

ART HEALS THE HEART TSHIRT



QTY: 40

Sizes: Kids Size, XS, M, L, XL, 2XL, 3XL

Material: Cotton

ADDITIONAL TECHNICAL/ ELIGIBILITY REQUIREMENTS:

- Bidders must have at least three (3) years of experience in conducting various events and activities in government or private offices.
- Submit the proposed Meals Menu subject to the approval of TPB upon the receipt of NOA.
- Submit proposed tarpaulin designs subject to the approval of TPB upon the receipt of NOA.
- Submit shirt material upon submission of quotation subject to approval of TPB.
- Submit shirt sizes sample subject to the approval of TPB upon receipt of NOA.
- Delivery of shirts should be at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 **before 18 December 2024.**

PROJECT IMPLEMENTATION SCHEDULE

Lot	Activity	No. of pax	Date/ Time	Venue
1	BE SMART, BE SAFE: SAFETY STRATEGIES IN THE MODERN TIMES	35 pax	12 Dec 2024 from 9:00 AM – 5:00 PM	TPB Activity Room
2	MAKING TPB A SAFE WORKPLACE	35 pax	13 Dec 2024 from 9:00 AM – 5:00 PM	TPB Activity Room
3	WE'VE GOT YOUR BACK, SIS!: TPB DONATION FOR VICTIMS OF VAW	20 pax	16 Dec 2024 from 9:00 AM – 12:00 PM	Haven for Women Facility (DSWD) - Muntinlupa City

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	4	TURISMO PAMASKO SA BATA	40 pax	20 Dec 2024 from 9:00 AM – 12:00 PM	Voice of the Free Facility - Angono, Rizal	
		CONTRACT DURATION The contract shall commence from the day 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]

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]

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE TPB 18-DAY CAMPAIGN AGAINST VIOLENCE AGAINST WOMEN

I. BACKGROUND

By virtue of Republic Act 10398 or the Act Declaring 25 November of every year as National Consciousness Day for the Elimination of Violence Against Women and Children (VAWC), all government agencies are mandated to raise awareness about this issue. Moreover, Proclamation No. 1172 s. 2006 declaring 25 November to 12 December of every year as “18-Day Campaign to End Violence Against Women”. The Tourism Promotions Board (TPB) aligns itself with these mandates by organizing activities aimed at increasing awareness and addressing Violence Against Women (VAW).

II. OBJECTIVES

1. To raise awareness about Violence against Women and Girls.
2. To foster a safe and inclusive environment within TPB.
3. To empower TPB employees through skills and safety skills training.
4. To support survivors and victims of VAW through partnership with relevant organizations.

III. SCOPE OF WORK/ SERVICES

LOT	ACTIVITY	SCOPE OF WORK/SERVICES	BUDGET
1	<p><i>MAKING TPB A SAFE WORKPLACE</i> Awareness Seminar Session on Identifying and Addressing Microaggression Against Women in the Workplace</p>	<ul style="list-style-type: none"> ● Provision of Resource Person/Facilitator who is an expert or advocate in Gender Equality and/or Women Empowerment with: <ul style="list-style-type: none"> ○ at least two (2) years of experience as a Resource Person in related topics, and; ○ have conducted at least two (2) similar activities in the past two (2) years 	Php 117,500.00

Specifications

		<p>Provision of Food and Beverages for a maximum of 35 pax</p> <ul style="list-style-type: none"> ● AM Snacks: Preferably Sandwich or Pasta and Coffee/Choco/ Soy Drink ● PM Snacks: Preferably Sandwich or Pasta and Juice/Softdrinks ● Packed Lunch: <ul style="list-style-type: none"> ○ Vegetable ○ Meat/Fish ○ Rice ● Provision of Certificates ● Submission of Post Activity Report with photo documentation 	
2	<p>BE SMART, BE SAFE: SAFETY STRATEGIES IN THE MODERN TIMES Safety and Protection Skills Training</p>	<ul style="list-style-type: none"> ● Provision of Safety and Protection Skills Trainer/Instructor: <ul style="list-style-type: none"> ○ have conducted at least two (2) similar activities in the past two (2) years ● Provision of training materials and safety kits for participants consisting of: <ul style="list-style-type: none"> ○ Mats (for the training session) - 30 pcs. ● Provision of Food and Beverages for a maximum of 35 pax: 	Php 80,500.00

Specifications

		<p>AM Snacks: Preferably Sandwich or Pasta and Coffee/Choco/ Soy Drink</p> <ul style="list-style-type: none"> ● PM Snacks: Preferably Sandwich or Pasta and Juice/Softdrinks ● Packed Lunch: <ul style="list-style-type: none"> ○ Vegetable ○ Meat/Fish ○ Rice ● Provision of Certificates ● Submission of Post Activity Report with photo documentation 	
<p>3</p>	<p><i>WE'VE GOT YOUR BACK, SIS!</i> TPB Donation Activity</p>	<ul style="list-style-type: none"> ● Coordination with the identified relevant organization as approved by TPB ● Photo & Video Coverage of the Activity ● Coordination with Delivery Services for transportation of donations ● Food and Beverages for a Maximum of 20 pax for TPB Representatives during the Program for Donation ● Provision of the following items for donation: 	<p>Php 131,000.00</p>

Specifications

		<ul style="list-style-type: none"> ○ Laundry Powder - 10 kg (1 bucket) x 50 pcs ○ Dishwashing Liquid 1 gallon x 50 pcs ○ Bleach (for white) 1 gallon x 50 pcs ○ Bleach (for colored) 1 gallon x 50 pcs ○ Fabric Conditioner 1 gallon x 50 pcs ○ Alcohol (70% solution) Ethyl or Isoprophyl Alcohol 1 gallon x 23 pcs ○ Conduct a brief program during the turnover of donation ○ Banner for Turnover Program (4x5 Tarpaulin) ○ Submission of Post Activity Report with photo documentation 	
4	<p>TURISMO PAMASKO SA BATA: ART HEALS THE HEART TPB Painting Workshop for Children Survivors of Human Trafficking and Abuse</p>	<ul style="list-style-type: none"> ● Provision and coordination with the identified Facilitator/Resource person as approved by TPB inclusive of the following: <ul style="list-style-type: none"> ○ Professional Fees ○ Workshop materials for the participants ○ Logistical Requirements (Transportation, Food and Beverages for the Resource Person 	Php 126,000.00

Specifications

		<p>and Assistants, etc.)</p> <ul style="list-style-type: none"> ● Qualifications of Resource Person: <ul style="list-style-type: none"> ○ Renowned Filipino artist with experience in teaching or facilitating painting workshops on a wide range of subjects such as landscape, portraits, still life, (etc.) using various mediums. ○ With present or past social involvement or advocacies. ○ Membership or affiliation to art related associations such as but not limited to Philippine Pastel Arts Inc., and Art Discovery and Learning Foundation Inc. ● Photo & Video Coverage of the Activity ● Coordination with identified beneficiary as approved by TPB ● Meals for Participants for a maximum of 40 pax 	
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Specifications

		<ul style="list-style-type: none"> ● Conduct a brief program during the workshop ● Banner for the Outreach Activity (4x5 Tarpaulin) ● Submission of Post Activity Report with photo documentation ● Tshirt for Volunteers and Participants (40 pax) <ul style="list-style-type: none"> ○ Fabric: Cotton ○ Logo Print: Full Embroidery ○ Colors: White, Purple and Orange ○ Sizes: XS, Small, Medium, Large, 2XL, 3XL, and 4XL ○ Sizes includes Children Sizes ranging from 8 to 17 years old (sizes to be submitted before the event) 	
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Specifications

		 	
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Technical Requirements

- Bidders must have at least three (3) years of experience in conducting various events and activities in government or private offices.
- Submit the proposed Meals Menu subject to the approval of TPB upon the receipt of NOA.
- Submit proposed tarpaulin designs subject to the approval of TPB upon the receipt of NOA.
- Submit shirt material upon submission of quotation subject to approval of TPB.
- Submit shirt sizes sample subject to the approval of TPB upon receipt of NOA.
- Delivery of shirts should be at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 **before 18 December 2024**.

Specifications

IV. PROJECT IMPLEMENTATION SCHEDULE:

LOT	Activity	Date of Implementation and Venue
1	BE SMART, BE SAFE: SAFETY STRATEGIES IN THE MODERN TIMES	Date: 12 December 2024 (Thursday) Time: 9:00 AM to 5:00 PM Venue: TPB Activity Room
2	MAKING TPB A SAFE WORKPLACE	Date: 13 December 2024 (Friday) Time: 9:00 AM to 5:00 PM Venue: TPB Activity Room
3	WE'VE GOT YOUR BACK, SIS!: TPB DONATION FOR VICTIMS OF VAW	Date: 16 December 2024 (Monday) Time: 9:00 AM to 12:00 PM Venue: Haven for Women Facility (DSWD) - Muntinlupa City
4	TURISMO PAMASKO SA BATA	Date: 20 December 2024 (Friday) Time: 9:00 AM - 12:00 PM Venue: Voice of the Free Facility - Angono, Rizal

V. ADDITIONAL TECHNICAL REQUIREMENTS

Submit the list of completed government and private projects similar to the contract to be bid within the last (insert the relevant period) years, with corresponding Certificate of Satisfactory Completion of Services.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **FOUR HUNDRED FIFTY FIVE THOUSAND PESOS (Php 455,000.00)** 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 relevant fee addressed to:

ROSSANDRA AMYTHEA Q. CAYAGO

Acting Head

Personnel and Human Resources Development Division

Specifications

Tourism Promotions Board
Five-Ecom Tower, Harbor Drive, Mall of Asia Complex, Pasay City

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.

Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.

VIII. CONTRACT DURATION

The contract shall commence from the day of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICERS CONTACT INFORMATION

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