

17 December 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-12-366
PR No. 12.011

Requirements: Service Provider for the Resource/Motivational Speaker for the TPB 2025 Learning Over Lunch (LOL)

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>SERVICE PROVIDER FOR THE RESOURCE/MOTIVATIONAL SPEAKER FOR THE TPB 2025 LEARNING OVER LUNCH (LOL)</p> <p>1. Details:</p> <ul style="list-style-type: none"> Engagement Activity: 2025 TPB Learning Over Lunch (LOL) Speaking Duration: at least two (2) hours No. of Participants: 180 pax Venue: within Metro Manila Area <p>2. Provision of the following:</p> <ul style="list-style-type: none"> Resource/ Motivational Speaker based on the topic provided by TPB who has conducted at least five (5) similar engagements/ interventions for the past three (3) years At least one (1) dedicated Program Coordinator/ Program Assistant Program supplies and materials <p>PROJECT IMPLEMENTATION SCHEDULE:</p> <p>Date: 10 January 2025 Speaking Duration: at least two (2) hours from 10:00 AM to 12:00 NN</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile Accomplished Statement of Compliance to the Technical Specification Annex "A" SEC/DTI Certificate of Registration Bidder must have at least three (3) years of experience in providing training and learning sessions in government and private offices and submit the following: <ul style="list-style-type: none"> For Ongoing Projects with government offices – submit any of the following: Notice of Award, Notice to Proceed, or Contract For Completed Project – submit Certificate of Project Completion Bidder must be able to provide qualified subject matter expert/s who can synthesize the session vis-à-vis the set objectives. Submit list with the Curriculum Vitae using the 		Php 250,000.00

	<p>TPF6 Form of Resource Speaker/ Program Facilitator and assistants who will synthesize the activities.</p> <p>6. Must be able to offer customized content and programs that are tailor-fit to TPB's needs and objectives (not generic, one-size-fits-all materials)</p> <p>7. Price quotation is inclusive of relevant fees such as transportation, parking and other expenses to be incurred by the Service Provider, Resource Speaker and their representatives.</p> <p>8. Submit statement of acceptability of the schedule of the Scope of Deliverables.</p> <p>LEGAL REQUIREMENTS:</p> <p>1. PhilGEPS Registration Certificate</p> <p>2. Business/Mayor's Permit</p> <p>3. BIR Certificate of Registration</p> <p>4. Notarized Omnibus Sworn Statement</p> <p>ATTACHMENTS:</p> <p>1. Technical Specifications</p> <p>2. Statement of Compliance</p> <p>NOTE:</p> <p>1. All entries must be typewritten in your company letterhead.</p> <p>2. Price validity shall be for a period of thirty (30) calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	PhP250,000.00 inclusive of all applicable fees and taxes		PhP250,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph or to the office address **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**, not later than **23 December 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. WLLAFRANCA
 Officer in Charge
 Procurement Management Division

Contact person: Kristine Heizelle B. Aclan