

REQUEST FOR QUOTATION (RFQ)

27 January 2025

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

Quotation No. TPB-RFQ.2025.01.021

PR No. 1.009

REQUIREMENTS: SERVICES OF AN EVENTS MANAGEMENT COMPANY (EMC) FOR THE TPB MEMBERS' THINKTALK SESSIONS 2025

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>SCOPE OF SERVICES</p> <p>Indicative Topics: April 2025- Gender and Development July 2025- Digital and Social Media Marketing September 2025- Branding</p> <p>Virtual Meeting Session Management: Plenary Format Target Audience: 120 TPB Members and other tourism stakeholders</p> <p>Pre-session In-session Post-session (for every session implemented)</p> <p>NOTE: <u>Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</u></p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <p>1. Submit a list of completed virtual learning sessions using the Zoom platform similar and relevant to the above-mentioned topics for at least the past three (3) years in the private and government offices. Government offices must submit at least one of the following:</p> <p>a. Notice of Award (NOA) b. Purchase Order (P.O.) c. Event Contract, and/or Notice to Proceed (NTP)</p>	PhP700,000.00	PhP700,000.00

	<ol style="list-style-type: none"> 2. Submit a customized proposal tailor-fit (not generic) to the audience’s needs and objectives including a course outline. 3. Submit a roster of subject matter experts (one per session) and host/moderator (one per session) for TPB to choose from with their respective Curriculum Vitae. 4. Submit proof of a licensed Zoom account that will host the entire online meeting/training. <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s permit 3. Latest Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachment:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance <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. 		
Terms	30 days upon receipt of the invoice.		
ABC	The Approved Budget for the Contract (ABC) is PhP700,000.00 inclusive of all applicable taxes		

Please submit your **quotation** together with the requirements enumerated above to the email addresses: **genesis_lee@tpb.gov.ph / bac_sec@tpb.gov.ph** not later than **03 February 2025 until 05:00 PM.**

The Tourism Promotions Board Philippines 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
Acting Head, Procurement Management Division

Contact Person: **(MISS) GENESIS WEIYN B. LEE**