



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

REQUEST FOR QUOTATION

The Tourism Infrastructure and Enterprise Zone Authority (TIEZA) through its Bids and Awards Committee shall undertake a Small Value Procurement for the **LEARNING SERVICE PROVIDER (TRAINING INSTITUTION) FOR THE CONDUCT OF THE TRAINING PROGRAM ON ADVANCED MICROSOFT EXCEL AND POWERPOINT AS PER PR NO. 24-07-0434**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **LEARNING SERVICE PROVIDER (TRAINING INSTITUTION) FOR THE CONDUCT OF THE TRAINING PROGRAM ON ADVANCED MICROSOFT EXCEL AND POWERPOINT AS PER PR NO. 24-07-0434**

Approved Budget for the Contract : Two Hundred Fifty Thousand Pesos Only (Php 250,000.00)

Description : **LEARNING SERVICE PROVIDER (TRAINING INSTITUTION) FOR THE CONDUCT OF THE TRAINING PROGRAM ON ADVANCED MICROSOFT EXCEL AND POWERPOINT AS PER PR NO. 24-07-0434**

Terms of reference attached
Number of participants: 25 pax/program
Target date of deliver/administration:
Advanced MS Excel: 2 days (16 hours) on August 14-15, 2024
Advances MS PPT: 2 days (16 hours) on August 19-20, 2024
Training venue: Multi-purpose Hall B, Pasay City

Delivery Location : Tower 1, Double Dragon Plaza, Pasay City

Delivery Schedule : 15 calendar days upon receipt of Notice to Proceed

Interested suppliers are required to submit the following:

1. Valid and current **Mayor's Permit** (*proof of application in case expired*);
2. **Income/Business Tax Return**(*required for projects with ABC above Php500, 000.00*),
3. **PhilGEPS Certificate** *submit Proof of Registration (picture or screenshot of Philgeps Registration on the website)*;
4. **Omnibus Sworn Statement** (*see attached format*) duly notarized with attached **Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable** authorizing the representative (*If a partnership, corporation, cooperative, or joint venture*)
5. **Price Quotation Form** (**BIDDERS ARE REQUIRED TO USE THE ATTACHED**) upon submission of proposal. The authorized representative as identified in the Omnibus Sworn Statement shall be the signatory in the proposal/price quotation form.



Additional Requirements:


- Must be accredited by the Civil Service Commission as a Learning and Development Institution (CSC ALDI), as evidenced by submitting the certificate or resolution issued by the Commission.
- Must be a licensed/certified Microsoft Office trainer(s)
- Must have a strong track record in Microsoft training or facilitation, as demonstrated by certificates of satisfactory project completion from at least five (5) clients
- Demonstrated proven track record with a reputable client base, supported by documented proof of contract completion from at least five (5) different clients within the past five (5) years, including one (1) government agency.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above.

Any interlineations, erasures or overwriting shall be valid only if signed or initialed by the bidder or his/her duly authorized representative/s.

Sealed Quotation/s attached with the required supporting documents shall be submitted face-to-face to the BAC Secretariat, Tourism Infrastructure and Enterprise Zone Authority (TIEZA) 7th Floor, Tower 1, Double Dragon Meridian Tower, Diosdado Macapagal Ave. cor. EDSA Extension, Pasay City on or before **5 August 2024 at 1:00 PM.**

For inquiries, you may contact **BAC Secretariat at 8249-5986 Local 713/714** from Mondays to Thursdays at 8:00 am to 7:00 pm.


ATTY. NIÑO RUPERTO F. AQUINO
Chairperson
Bids and Awards Committee