



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 December 4-5, 2024  
Advances MS PPT: 2 days (16 hours) on December 9-10, 2024  
Training venue: Multi-purpose Hall B, Pasay City

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

Delivery Schedule : Advanced MS Excel: 2 days (16 hours) on December 4-5, 2024  
Advances MS PPT: 2 days (16 hours) on December 9-10, 2024

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:***

- Facilitator must be a licensed/certified Microsoft Office trainer(s) as evidenced by the submission of appropriate licensure/certification.

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) 7<sup>th</sup> Floor, Tower 1, Double Dragon Meridian Tower, Diosdado Macapagal Ave. cor. EDSA Extension, Pasay City on or before **25 November 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