



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 9119694
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of an Educational Institution or Training Service Provider for the Basic Hebrew Language Course for the Local Tourism Industry Stakeholders

Area of Delivery

Solicitation Number:	2022-10-177	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	15/10/2022
Approved Budget for the Contract:	PHP 616,000.00	Last Updated / Time	15/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	18/10/2022 10:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TERMS OF REFERENCE

BIDDER: EDUCATIONAL INSTITUTION OR TRAINING SERVICE PROVIDER

PROJECT: BASIC HEBREW LANGUAGE COURSE FOR THE LOCAL TOURISM INDUSTRY STAKEHOLDERS

1. MINIMUM REQUIREMENTS:

- The company must have at least one (1) year of experience in providing Hebrew language speaking training courses, either through physical/face-to-face setting or an online/cloud-based platform (including the organizing and executing available foreign language courses and managing participants and their activities);
- Must be registered with PHILGEPS;

2. BACKGROUND:

In line with the Department's continuing efforts to assist the displaced tourism workforce during the tourism industry's recovery period, the Office of Product and Market Development (OPMD), in coordination with the Office of Industry Manpower Development (OIMD), will conduct a series of online foreign language training courses designed to equip and upgrade the communication skills of the local tourism industry stakeholders in response to the opening of the Philippine borders and the resumption of international (inbound) travel of the country's growing market from Israel.

The online language training program will be conducted in November 2022.

3. OBJECTIVE:

Following are the objectives of the project:

1. Conduct a capability-building program that will enable the local tourism stakeholders to learn the basics of communication/speaking in Hebrew and to further create an avenue of additional revenue-generating skillset; and
2. Generate a pool of abled foreign-language-speaking tour guides, tourism frontliners, and other stakeholders who can later be tapped to make contact and handle their Israeli counterparts.

4. SCOPE OF WORK AND DELIVERABLES

4.1. Pre-event

- Provide DOT with the organizational framework, methodologies of execution, technical specifications, and support to be used in the online language training platform, and feedback mechanism of the language training program to be undertaken;
- Must submit a list of recommended language trainers (per language), their resumé and appropriate credentials; and
- Language training syllabus: basics of Hebrew language, and common phrases used in tourism-oriented-and-related settings (to be submitted to, and approved by DOT)

4.2. Online language training program:

- Hosting of the online language training session to accommodate a maximum of 15 students in the room per training session;
- Language training session execution: Fifteen (15) sessions, two (2) hours per session for a total of 30 hours for the program;
- Learning materials: digital and downloadable language training materials; and
- Feedback mechanism: a) Post-online exam and c) student-evaluation form

4.3. Post-event:

- Provision and distribution of DOT-approved Certificates of Completion to participants (physical copies if possible); and
- Final Training Report following a prescribed format from DOT

5. SCHEDULE OF ACTIVITIES

The proposed schedule of the language training course(s) are the following:

Target dates of implementation Number of participants Duration of each session and number of sessions

November 7 to 23, 2022 (afternoon) 15 pax (maximum) 2 session / 13 sessions total

November 24 to 25, 2022 (afternoon) – assessment / awarding ceremony 2 session / 2 sessions total

Notes:

- Classes should be conducted during weekdays only
- Final class time/schedule can be discussed by DOT and the service provider, but should fall between 9am to 7pm
- Training schedules are subject to change based on DOT recommendation(s)

6. QUALIFICATIONS OF THE EDUCATION INSTITUTION OR TRAINING SERVICE PROVIDER

The service provider should possess the following qualifications:

6.1. Company experience and network

Should have experience in organizing and executing their own language training courses / classes, either in the physical / face-to-face setting or through online learning platforms

Should be able to assist students / participants (tourism stakeholders) on how to use the recommended online learning platform

6.2. Online learning platforms:

Must have a separate, licensed online / cloud-based platform for the language training course that can accommodate the designated number of participants and DOT observers

Should be able to provide access link(s) to enable DOT and its appointed program evaluators / quality assessors to observe the class proceedings

6.3. Team Composition

Must provide a team for the online language training sessions:

One (1) Team Leader to plan, organize, direct and manage the online classes

Must have at least 1 year of experience in handling language educational training programs (whether online or face-to-face)

One (1) language teacher or lecturer / facilitator per language program (preferably, with experience in handling an online learning program)

Must have at least 1 year of experience in handling language educational training programs (whether online or face-to-face)

One (1) technical staff to provide and handle technical support to the lecturer and students / participants;

One (1) administrative staff to handle the administrative and logistical requirements of the lecturer and participants (e.g., class schedules, resource materials, Certificates of Completion, etc.)

7. BUDGET:

TOTAL BUDGET: PHP 616,000.00 (to be sourced from OPMD FY 2022 Work and Financial Program – Market Development Division / Israel)

Total budget per training program is all-inclusive of professional and technical fees, and applicable government taxes.

8. TERMS OF PAYMENT:

Send bill arrangement upon submission of complete billing and supporting documents: Bill must be addressed to the Department of Tourism.

Report (as supporting document) content:

- (1) List of participants, (online) class attendance
- (2) Screenshot of each class conducted (dated and time stamped)
- (3) Online language training course program (i.e., course syllabus, methodology, and metrics used)
- (4) Course evaluation and feedback form from students
- (5) Links to the recording of the online training course (per session), and
- (6) Key findings and recommendations (of participants regarding training course methodology)

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Educational Institution or Training Service Provider for the Basic Hebrew Language Course for the Local Tourism Industry Stakeholders	1	Lot	616,000.00

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2022-10-177

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 18 OCTOBER 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 14/10/2022

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