



Bid Notice Abstract

Request for Expression of Interest

Reference Number 10444340
Procuring Entity DEPARTMENT OF TOURISM
Title Consulting Services for the Updating and Enhancement of Industry Training Compendium
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-12-796	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Consulting Services	Date Published	22/12/2023
Approved Budget for the Contract:	PHP 400,000.00	Last Updated / Time	22/12/2023 00:00 AM
Delivery Period:		Closing Date / Time	27/12/2023 12:00 PM
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

Minimum Requirements

The Office of Industry Manpower Development of the Department of Tourism needs a service provider to provide technical expertise in reviewing and organizing the training modules in the Industry Training Compendium, re-ordering its contents aligned with the recent updates of the training modules, and other forms under the Tourism Industry Skills Program (TISP).

At least one (1) Project with the following required professional skills and experience:

- Must have already produced a training-related publication;
- With at least 3 years of demonstrated knowledge and experience in training design and development;
- Must be flexible to adjust to DOT-OIMD's schedule of activities
- Prepare necessary reports and evaluation forms

- Must be willing to provide services on a send bill arrangement

Scope of Work and Deliverables

- Reviewing and updating the current Industry Training Compendium, by rationalizing and aligning it with the Philippine Tourism Human Capital Development Plan, review contents of the training modules in terms of objectives, course outlines, methodologies, grammatical correctness, and other templates that should be easily understood and user-friendly.
- Planning and design of compendium (conceptualization and aesthetic).
- Production of an e-copy of the Industry Training Compendium.
- Production of 50 hard copies of the Industry Training Compendium.
- Preparation of necessary reports.

--- please see attached TOR for the complete details including the rating sheet---

Other Information

Kindly submit your Proposal (with timeline, plan, approach and methodology) and the following eligibility documents on or before 27 December 2023, 12 p.m., to nplucman@tourism.gov.ph, to wit:

1 Registration Certificate

2 Mayor's Permit

3 PhilGEPS Registration Number

4 Latest Income Tax Return (for ABC above PhP500,000.00)

5 List if Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.

6 Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff

7 Statement of the Prospective Bidder of all its going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid, within the relevant period as provided in the Terms of Reference

8 Omnibus Sworn Statement

9 Company Profile (with organizational structure)

Created by Norjannah P Lucman

Date Created 21/12/2023

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