



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 10444294  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Consulting Services for the Sustainable Development Training (2nd posting)  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-12-789	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Consulting Services	<b>Date Published</b>	22/12/2023
<b>Approved Budget for the Contract:</b>	PHP 934,117.18	<b>Last Updated / Time</b>	22/12/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	27/12/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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**

## EXPECTED RESULT:

By the end of the Contract period under this TOR, the Consultancy Firm is expected to successfully conduct and facilitate the Sustainable Development Training where the participants would be able to produce their sustainability capstone project.

## SCOPE OF WORK:

1. Design a micro-credential training program comprised of online and in-person sessions

2. Secure the licenses for three online training modules on Sustainable Tourism Development with a Certificate of Completion for each of the participants from Earthcheck Research Institute/Typsy;
  3. Conduct a maximum of 1-hour online onboarding session with DOT at an agreed date and time, to present the training rationale, objectives, expected learning outcomes, expected output, and timeline, before the start of the 1-month online training confirmation of schedules should be done at least 2 weeks before the actual program run;
  4. Host the online onboarding session via online platform;
  5. Agree on specific dates for participants to complete the one-month online training;
  6. Allow participants to complete the online modules of the program in one month (30 days) and another 30 days to formulate their project proposals;
  7. Conduct 2-full day in-person sessions for ATOP Officers, DOT Regional Offices' and Central Office's Representatives and 4 full-day in-person sessions for DOT's executive committee/management committee/ regional directors, and project officers at an agreed date and venue.
  8. Assign faculty experts to handle each of the in-person modules;
  9. Provide meals, venue and training materials to all participants;
  10. Provide photo and video documentation during the in-person sessions;
  11. Conduct a formal closing ceremony after the presentation of expected output;
  12. Provide Certificates of Learning and Completion to the participants who shall comply with all academic requirements of the Training Program. Academic requirements include:
    - a. EarthCheck-Typsy Certificate of Completion for passing the quiz for each of the online modules;
    - b. attendance in all in-person modules;
    - c. presentation of expected output to a panel; and
  13. Provide Certificates of Participation to participants who would not be able to comply with all academic requirements;
  14. Provide Certificates of Appearance to all participants;
  15. Organize a panel presentation comprising of the faculty identified in Section VI Item 8 and at least 3 experts from the tourism industry for the program of the DOT executive committee/management committee/ regional directors and project officers;
- The Consultant shall be responsible for all necessary documents and information pertinent to the conduct of the training program. They shall likewise submit any other related data or report that may be requested by the DOT.

#### DELIVERABLES

- Training Components
  - a. Development of Training Program Designs
  - Training Programs, Modules, Licences, and Certification
  - Training Kits
  - Online platform/system
  - Facilitator/Resource person/s
  - b. Provision of Project Reports and Documentation
  - c. Provision of Venue and Meals during the on-site/in-person training
    - Inclusive of full board meals for 45 pax on Program 1 and 50 pax on Program 2
    - With consideration of guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
    - Must be able to accommodate approximately fifty (50) persons during the in-person/on-site training per program.
    - Must include the following services and amenities in the function room:
      - Classroom setup
      - Secretariat table
      - Free-flowing coffee and tea
      - Mint/candies/chips

- Complimentary conference Wi-fi access  
AVP system  
Widescreen Projector/LED  
3 wireless microphone  
Whiteboard, flipchart, marker, and eraser  
Paper/notepad and pencil

**PROJECT DURATION**

The program will run for at least four (4) man-months for the whole course of implementation of the sustainable development training and formulation of the necessary materials.  
The project duration or schedule is based on working days and shall exclude the client's review and approval. The OTDPRIM-Tourism Development Planning Division shall be provided with a copy of each deliverable for review and comments.

- - - 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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