



Bid Notice Abstract

Request for Expression of Interest

Reference Number 10636622
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 2024-03-060	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	5
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Consulting Services	Date Published	08/03/2024
Approved Budget for the Contract:	PHP 400,000.00	Last Updated / Time	08/03/2024 00:00 AM
Delivery Period:		Closing Date / Time	11/03/2024 16:00 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 DOT 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 publications;
- 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 hardcopies of the Industry Training Comendium

* Preparation of necessary reports

TIMELINE

WEEK 1-2

- Meeting with DOT OIMD to review the current content of the Training Compendium
- * Identify duplicated contents
- * Identify training modules that can be merged.
- * Identify contents that are no longer relevant/subject to dismissal or updating.

WEEK 2-4

- Submission of the initial draft of the updated content and look of the Training Compendium
- DOT-OIMD to provide comments, and areas for updating on the initial draft

WEEK 4-5

- Submission of the final draft of the training compendium, aligned with the comments provided by DOT-OIMD for final vetting

WEEK 5-8

- Production of e-copy and hard copy of the training compendium
- Delivery of the hardcopy of the training compendium to DOT Central Office.
- Submission of Terminal Report and/or other requirements requested by the end-user (if applicable)

OTHER DELIVERABLES

- Bidder must proposed activities based on the provided timeline.
- Selected company shall render deliverables with the approved activities and timeline.
- The service provider shall coordinate with OIMD in the ending and revision of the content, format of process, forms and other reportorial requirements.
- Administer documentation and preparation of reports in consultation with the end-user

for the complete details, please refer to the attached TERMS OF REFERENCE. Included in the TOR are the ABC, Project Duration, Payment Procedure and Rating Sheet.

Other Information

Kindly submit your Proposal (with timeline, plan and methodology) and the following eligibility documents on or before 11 March, 4p.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. (signed and notarized) Omnibus Sworn Statement
9. Company Profile (with organizational structure)

Created by Norjannah P Lucman

Date Created 07/03/2024

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