



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10790593
Procuring Entity DEPARTMENT OF TOURISM
Title Services for the Professional Tour Guides Qualification Examination (PGQUALEX) Writeshop on the Development of Exam Questionnaires (Regional Level)

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2024-04-0142	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:	Goods	Document Request List	1
Category:	Services	Date Published	25/04/2024
Approved Budget for the Contract:	PHP 300,000.00	Last Updated / Time	25/04/2024 00:00 AM
Delivery Period:		Closing Date / Time	29/04/2024 14:00 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 FOR BIDDERS

- Must be accredited with PhilGEPS;
- Must have experience in handling online events (meetings, conferences, summit, etc.)
- Must have handled events preferably by DOT or other government agencies
- Start-up companies/organizations are welcome but have been in the business for at least 3 years.
- Must be willing to provide services on a send bill arrangement.

SCOPE OF WORK

A. ONLINE MEETING PLATFORM

- Online Meeting Platform that can handle at least 100 online participants preferably Zoom
- Provide Unique meeting links to the participants, facilitators and DOT Team

SOURCING OF FACILITATORS AND EXPERTS FROM THE ACADEME AND THE TOURISM INDUSTRY STAKEHOLDERS SUBJECT TO APPROVAL OF THE DOT-OIMD

- Facilitators (3 pax)
- Regional Board of Examiners from Region VII (3 pax)
 - i. General Questions on Local Tourism
 - ii. Local History and Culture

iii. Geography and Tourism Destinations

B. EVENT CONCEPT, GUIDE AND DETAILS

- Meet with the DOT Secretariat Team for the preparation, requirements and discussion of program flow, activities and other requirements
- Provide virtual background and other relevant graphics for the online event
- Provide Emcee/Voice Over talent as necessary
- Oversee overall flow of the event from pre-event to onsite support
- Provide Photo and Video Documentation of the writeshop

C. EVENT CONCEPT, GUIDE AND DETAILS

- Project Director/Manager
- Technical Staff (Online Platform Operator)
- Emcee/Voice Over
- Documenter

D. POST EVENT DOCUMENTATION

- Consolidation of Exam Questionnaires and key answers for approval of OIMD. Minimum number of exam questions and key answers if 450 items, or 150 items per set (no duplication) to be submitted 1 week after the event
- Photo and Video Copy to be submitted to DOT not more than 1 week after the event.
- Post-Event/Terminal Report to be submitted to DOT not more than 1 week after the event

Note: Tentative date of implementation is subject to the availability of the industry experts and facilitators and to the completion of the service with the third party supplier/provider.

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

In addition to the FINANCIAL PROPOSAL/BID, the following are the REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual)
2. PhilGEPs' Registration Number or Cert of Platinum Membership in lieu of Mayor's Permit and PhilGEPs' registration number.
3. Latest annual Income Tax Return (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

*Please indicate breakdown in presenting your financial bid; stating the amount in words and in figures. In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.

Bids will be submitted thru email nplucman@tourism.gov.ph on or before 29 April 2024, 2pm. Late and unsigned bids are automatically disqualified.

Created by Norjannah P Lucman

Date Created 24/04/2024

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