TERMS OF REFERENCE
Third Party Event Supplier
(Online Program Manager/Coordinator)

PROJECT: *PROFESSIONAL TOUR GUIDES QUALIFICATION EXAMINATION (PGQUALEX) WRITESHOP ON THE DEVELOPMENT OF EXAM QUESTIONNAIRES (REGIONAL LEVEL)*

I. BACKGROUND:

A. Target Participants: Industry Experts from the Academe and Tourism Sector who have expertise to develop questions and answers (master key) related to the following topics:

Facilitators and Experts (Regional Board of Examiners and Facilitators) for the development of Regional / Local Questions – 6 experts

Topics:

i. General Questions on Local Tourism
ii. Local History and Culture
iii. Geography and Tourism Destinations

B. Event Type: Online
C. Tentative Date:

1. Preparatory meetings – 1st to 2nd week of June 2024
2. Writeshop Proper:
   2.1 Synchronous – June 11 2024 & June 17, 2024
   2.2. Asynchronous – June 13 to 14, 2024
D. Time: 12:00 NN – 6:00 PM (including pre and post meeting/ debriefing)

II. OBJECTIVES:

- To convene the pool of experts to develop the exam questions and answers, who comply with the criteria set forth by the PTGQualEx TWG and the in accordance with the DOT – MC 2020-003
- To develop three (3) sets of questions that cover the abovementioned topics to be used for the implementation of the PTGQualEx Written Examination
- To conduct a well-organized and systematic writeshop by hiring program coordinators and effective facilitators that will take charge of the overall writeshop management, including the proper handling of exam questions and maintaining confidentiality to prevent the risk of leakage
- To generate pool of questions for the implementation of written examination

III. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be accredited with the Philippine Government Electronic Procurement Systems (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 three (3) years
- Must be willing to provide services on a send bill arrangement

IV. 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

A. 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 Management Staff
- 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 is 450 item, 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 contact with the third party supplier/ provider.*
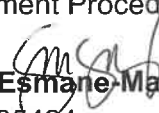
V. SHORTLISTING CRITERIA

No.	CRITERIA	RATING
A.	APPLICABLE EXPERIENCE OF THE CONSULTANT	
1.	Relevance of company portfolio to the project	
	Company or Firm is operational for at least three (3) years and has completed at least two (2) online/ virtual events preferably with DOT and other government organizations/ institution	40
	Company or Firm is operational for at least one (1) year and has completed at least one (1) online/ virtual event preferably with DOT and other government organizations/ institution	30
	Company or Firm is less than one (1) year operational and has not completed any online/ virtual event preferably with government organizations/ institution	10
B.	QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGEND TO THE JOB	
1.	Educational Background	
	All assigned personnel have Bachelor's degree on Information Technology and other related courses relevant to the project scope	40
	All assigned personnel have Bachelor's degree	30
	All assigned personnel have Technical-Vocational Diploma relevant to the project scope	10
C.	CURRENT WORKLOAD RELATIVE TO CAPACITY	
1.	No on-going similar and related projects	20
	With 1 or more on-going similar and related projects	10
	Total	**100**
	Passing Rate	**70**

VI. BUDGET ESTIMATE

Three Hundred Thousand Hundred Pesos only (P 300,000.00)

*The winning bid however, 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.

Terms of payment   :   Government Procedure (Send-Bill Arrangement)

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Approved by:

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