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Tuesday, December 7, 2021 09:00 PM      **John Paulo Francisco**      [» Log-out](#)

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 8281272  
**Procuring Entity:** DEPARTMENT OF TOURISM  
**Title:** Procurement of Services of Online Training Provider for the Conduct of MICE 103 Trainings  
**Area of Delivery:** Metro Manila

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<b>Solicitation Number:</b>	RFQ No. 2021 - 12 - 0204	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	<a href="#">2</a>
<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>	0
<b>Category:</b>	Education and Training Services	<b>Date Published</b>	08/12/2021
<b>Approved Budget for the Contract:</b>	PHP 500,000.00	<b>Last Updated / Time</b>	07/12/2021 9:00 PM
<b>Delivery Period:</b>	2 Day/s	<b>Closing Date / Time</b>	13/12/2021 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

**Description**

TECHNICAL SPECIFICATION (Services of Online Training Provider)

I. PROJECT: MICE 103 Trainings

BACKGROUND

The National Tourism Development Plan of 2011-2016 has identified MICE (Meetings, Incentives, Conferences and Events) Tourism as one of the Philippine's Nine (9) Product Portfolio which the local tourism industry can capitalize on to increase tourism arrivals in the country. The Philippine MICE Roadmap envisions the Philippines to be a leading MICE destination in Asia Pacific and Middle East by 2030. The Philippine MICE Roadmap is also in line with ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) in the MICE labor division. MICE is identified as a high value adding industry. To ensure quality standards are in place, it is important that we encourage MICE organizers and service providers to take part and invest in tourism manpower trainings. As part of the Department's mandate "to develop the country as a prime tourists hub in Asia, as well as a center of world congresses and conventions, by promoting sustainable tourism anchored principal on the country's history, culture and natural endowments, and ensuring the protection, preservation and promotion of these resources" (RA 9593 Chapter I, Sec 2-e), the Office of Industry Manpower Development will be holding a series of MICE Trainings. These trainings will be part of our program to intensify MICE awareness and skills enhancement thereby improving competitiveness in the MICE industry.

- Target Participants: 30 - 50 participants per run comprising of MICE organizers and service providers.
- Target Date/Period Covered: 2 trainings within January 2022

II. PURPOSE/OBJECTIVES

- To improve competitiveness in the MICE industry by providing quality trainings.
- To train local tourism stakeholders in the destinations to be MICE players/ stakeholders and to advance the location as a MICE destination.

III. TECHNICAL DESCRIPTION/SPECIFICATIONS

The online training provider must be a recognized training institution of the Philippine Association of Convention/Exhibition Organizers and Suppliers, Inc. (PACEOS), have handled MICE trainings for the tourism industry within the last three years and would be able to provide a highly specialized training in the field of MICE with the following deliverables:

- Two (2) 16-hour of MICE 103 session of online webinar production on the subject Events Marketing and Promotions, among others but not limited to these.
- Engagement of industry experts as resource speakers.
- Coordination among the end-users, central and regional offices' participants before, during, and after the training to ensure attendance and participation.
- Activities such as but not limited to energizers, ice breakers, quizzes, etc. to warm up and keep the focus on the duration of the training/program

with prizes minimum of 5 per run.

- Online platform set-up to ensure that training will run smoothly.
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the end-user.
- Provide host and moderator during the webinar.
- Issuance of e-certificates/certificates of participation.
- Provide training/session materials without further charges or fees.
- Provide documentation and post-activity report.

**IV. APPROVED BUDGET FOR THE CONTRACT:**

FIVE HUNDRED THOUSAND PESOS (Php 500,000.00)

inclusive of applicable taxes

**V. PROJECT OFFICER/CONTACT PERSON**

JULYDA C. DULAY Tourism Operations Officer II

Office of Industry Manpower Development

Email: julyda.oimd@gmail.com /

jcdulay@tourism.gov.ph

Reviewed by:

RYAN N. SEBASTIAN Chief Tourism Operations Officer Manpower Training Development Office of Industry Manpower Development

Approved by:

ROWENA LU Y. MONTECILLO

Director

Office of Industry Manpower Development

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Training Services	Procurement of Services of Online Training Provider for the Conduct of MICE 103 Trainings	1	Lot	500,000.00

**Other Information**

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 13 December 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 07/12/2021

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