



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	7707937
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Services Provider for the Launching of the Philippine Tourism Human Capital Development (PTHCD) Plan 2021- 2025
Area of Delivery	Metro Manila

Solicitation Number:	2021 - 05 - 0040	Status	Pending
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	0
Category:	Services	Date Published	21/05/2021
Approved Budget for the Contract:	PHP 150,000.00	Last Updated / Time	20/05/2021 16:40 PM
Delivery Period:	1 Day/s	Closing Date / Time	24/05/2021 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE

Launching of the Philippine Tourism Human Capital Development (PTHCD) Plan 2021- 2025

28 May 2021

I. Background and Project Description

The Office of Industry Manpower Development has recently updated the Philippine Tourism Human Capital Development Plan 2021-2025 which took off from the previous Philippine Tourism Human Resource Development Plan 2015-2020.

The PTHCD's vision is to harness world-class and competent tourism professionals through a harmonized tourism education system and strong industry linkages and collaboration. It also outlines the Strategic Actions to be implemented to achieve this vision.

After a series of consultation, the Plan was finalized and presented to the Secretary of Tourism for approval. The PTHCD 2021-2025 will be virtually launched on May 28, 2021.

Target Attendees : 500 pax comprising of DOT Officials, stakeholders from

Tourism organizations/associations and LGUs

Date/Period Covered : May 28,2021

II. Objectives

1. To launch the PTHCD Plan 2021-2025 to create awareness among tourism stakeholders on the PTHCD Plan's vision and Strategic Actions;

2. To elicit support and commitment from partner agencies such as the Commission on Higher Education, the Technical Education and Skills Development Authority, the Department of Education and the Tourism Industry Board Foundation, Inc.

3. To generate support from other tourism stakeholders in the implementation of the PTHCD Plan.

III. Requirements

The DOT is in need of an enterprise to provide professional and technical services to implement the conduct on the launch of the Philippine Tourism Human Capital Development Plan 2021 – 2025.

IV. Scope, Coverage and Deliverables

1. Implement the launching of the DOT's PTHCD Plan on May 28, 2021 in close coordination with the Office of Industry Manpower Development (OIMD).
2. Develop the script from the program concept and flow to be provided by OIMD.
3. Source and provide a host/emcee/moderator for the event subject to approval of OIMD. The service provider shall be in-charge in briefing the host/moderator on his assigned tasks/role prior to the event.
4. Provide for the professional fee for host/moderator.
5. Provide webinar subscription and hosting services via Zoom for a maximum of 500 participants.
6. Coordinate with client and handle the simultaneous livestream via the DOT's official Facebook account.
7. Prepare registration and webinar link notices to participants in coordination with the client.
8. Manage the admission of participants on the actual launch day. Handle back-end operations of the webinar to ensure seamless broadcast.
9. Source, provide and distribute tokens to seventy (70) pre-identified guests and participants. Token should be Laptop Shoulder Bag as per the following specifications for:
Size: W 33.5 x H 36 x D 8.5 (centimeters)
Color: Olive Green and Teak
Gray and Oiled Oak
Material: Graniten/Micro Leather for Olive Green
Graniten/Vegan Leather for Gray
Quantity: Fifty (50) Pieces for Olive Green
Twenty (20) Pieces for Gray
10. Prepare and distribute the Certificate of Attendance to qualified participants.
11. Prepare and submit Post Webinar evaluation reports and analytics.

V. Project Duration

Will commence upon issuance of Notice of Award until June 15, 2021

VI. Other Requirements

Must be willing to provide services on a send-bill arrangement and based on government procedures

VII. Approved Budget Cost

One Hundred Fifty Thousand Pesos (Php150,000.00) inclusive of all applicable government taxes in accordance with government procedure.

VIII. Contact Person

ELENITA M. PAREJA

Office of Industry Manpower Development Email address - dot.empareja@gmail.com

Prepared by:

ELENITA M. PAREJA

Project Officer 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	Service Provider	Procurement of Services Provider for the Launching of the Philippine Tourism Human Capital Development (PTHCD) Plan 2021-2025	1	Lot	150,000.00

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 24 May 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 20/05/2021

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