



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8647201  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Training Service Provider for the Conduct of Master TESOL Certification Course  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFP No. 2022 - 05 - 0048	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	06/05/2022
<b>Approved Budget for the Contract:</b>	PHP 800,000.00	<b>Last Updated / Time</b>	05/05/2022 13:29 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	10/05/2022 12:00 PM
<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

##### TERMS OF REFERENCE

- I. BIDDER : Training Service Provider
- II. PROJECT TITLE : Master TESOL Certification Course
- III. PROJECT DATE : June 2022

##### IV. BACKGROUND

The OPMD conducted the first (1st) Online Master Teaching English to Speakers of Other Languages (TESOL) Certification Course from 27 September to 10 October 2021 which was participated in by 250 English as a Second Language (ESL) teachers from all over the Philippines.

Successful graduates of this certification course are now registered with the American Licensing Authority of International English Language Teaching (<https://esl-licensedirectory.com/search/>), an online database that serves as a reference for employers to validate the TESOL Certificate of ESL teacher applicants. To date, some of the graduates have been hired by ESL schools based abroad offering online ESL with TESOL certification as the major requirement for employment.

##### V. OBJECTIVES

The 120-hour certification course aims to provide a teaching skills enhancement program for ESL teachers that will equip them with the current, relevant, and appropriate ESL teaching methodologies which will, in turn, make the Philippines more competitive in the global ESL arena as holders of TESOL certificate are given preference by ESL institutions all over the world.

##### VI. MINIMUM REQUIREMENTS

- Must have implemented at least four (4) TESOL Certification courses;

- Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS); and
- Must be amenable to send-bill arrangement/government procedure.

#### VII. SCOPE OF WORK AND DELIVERABLES

The training provider will be responsible for the following:

- Provision of internationally aligned Online TESOL Certification Course with the following phases, stages, topics, and expected outputs:

Time

Lessons/Learning Outcomes

Outputs

Day 1 and 2

9:00 AM – 12:00 NN

1:00 PM – 4:00 PM

Setting Expectations

1. About TESOL

2. Teaching and Learning Frameworks: Behaviorism, Constructionism (Cognitivism): ALM, CLT

1. All About TESOL

2. How Do We Learn?

3. All About Behaviorism

4. All About Constructionism

5. Picking Krashen's Ideas

6. ESL Instructions: Major Takeaways

Time

Lessons/Learning Outcomes

Outputs

3. SLA Theories

4. ESL Instructions Survey (Videos)

Day 3 and 4

9:00 AM – 12:00 NN

1:00 PM – 5:00 PM

CONCEPTS ALIGNMENT

TESOL Reading and Listening

1. Decoding Processes:

Detail the Bottom-Up, Top-Down, Interactional Processes in Teaching Receptive Skills with an emphasis on Vocabulary Decoding, Acuity Development, Whole-Text Decoding and Phoneme sequence and Cluster sequence Decoding Techniques like Skimming and Scanning, Context Meaning, Signpost words, Grammatical Markers, and Phonological Features.

2. Materials Selection/Adoption:

Detail techniques for materials adoption with an emphasis on CEFR-based vocabulary resource analysis, grammar range, and complexity analysis

3. Lesson Planning:

Examine Teacher and Learner Roles, Learners Profiles

(CEFR-based), and Implementing LP using P3, E3, M3, T3, ESA, TBLT

1. Inventory of Learners' Profile

2. Inventory of Factors affecting L2 Learning (Reading and Listening)

3. Lesson Plans

4. Key Concepts Inventory in TESOL Reading and Listening

Day 5

9:00 AM – 12:00 NN

1:00 PM – 5:00 PM

Processing and Analysis of Outputs:

Worksheet/Task sheet; Review of Concepts

Alignment of Teaching Practices:

Demo-Teaching based on TESOL Frameworks

Worksheets/Task Sheets

Journal

Time

Lessons/Learning Outcomes

Outputs

Day 6 and 7

9:00 AM – 12:00 NN

1:00 PM – 5:00 PM

CONCEPTS ALIGNMENT

1. Accuracy and Fluency

Detail Managing Accuracy and Fluency issues in TESOL – Will emphasize Focused and Controlled vs Unfocused and semi-controlled Practice

Discuss Chunking and Inversion

Techniques – Templates and Creative Elements

Lexical Resource Expansion and Grammar Resource Development in Writing and Speaking.

Detail examples of Methods in lexeme development like Thematic Cluster, Morphology, and Cognates

Detail Corrective Feedbacking features with emphasis on When, What, How, Who in Implementing CF

2. Materials Selection/Adoption

Detail techniques for materials adoption with an emphasis on CEFR-based vocabulary resource analysis, grammar range, and complexity analysis

3. Lesson Planning

Examine Teacher and Learner Roles, Learners Profiles

(CEFR-based), and Implementing LP using P3, E3, M3, T3, ESA, TBLT

1. Lesson Plans in Speaking and Writing
2. Speaking activities and Writing activities

Day 8 and 9

9:00 AM – 12:00 NN

1:00 PM – 5:00 PM

CONCEPTS ALIGNMENT

1. Detail the CEFR or Common European Framework of Reference

1. Sample CEFR Vocabulary list across levels

2. List of Can DOs across CEFR level

Time

Lessons/Learning Outcomes

Outputs

Will emphasize:

A1, A2 (Elementary) Descriptor, Can Dos, sample cases

B1, B2 (Intermediate) Descriptor, Can Dos, sample cases

C1, C2 (Advanced) Descriptor, Can Dos, sample cases

2. TEYL – Teaching English to Young Learners: Online Approaches and Strategies

Total Physical Response -TPR, Whole-Brain Teaching-WBT, Reggio Emilia

3. TEYL Lesson Plan

4. TEYL Activities for Online Classes

Day 10

9:00 AM – 12:00 NN

1:00 PM – 5:00 PM

Processing and Analysis of Outputs:

Worksheet/Task sheet; Review of Concepts

Alignment of Teaching Practices:

Demo-Teaching based on TESOL Frameworks

1. Video Recording

2. Final Tasks

Final Assessment

Submission of Post-training report (to be submitted in printed and/or digital format)

- Provision of appropriate online platforms (i.e., video conferencing and classroom platform) for the training sessions.

- Provision of essential materials:

- o Training modules

- o Login credentials

- o Reading materials

- Assistance in the review and transfer of face-to-face lesson plans to online lesson plans.

- Conduct online meetings or consultations with the DOT and trainer throughout the project implementation.

- Work alongside DOT in the screening of qualified participants.

- Conduct the actual TESOL training for pre-screened and selected 200 participants for five (5) weekends (10 days) including mentoring sessions, post-training assessment, issuance of the certificate of completion, and report submission.

- Submit a terminal report on the training.

- Submit a copy of the recording of the training and materials used uploaded on Google Drive and 1TB hard drive.

VIII. BUDGET

- The total approved budget for the conduct of the online Master TESOL Certification Course is EIGHT HUNDRED THOUSAND PESOS (PHP 800,000.00) inclusive of all applicable taxes and should cover all requirements enumerated above.

- The winning bidder shall be determined based on the proposal's responsiveness to the terms of reference and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget.

- Payment to the winning bidder shall be made upon completion of the following:

- o Submission of the Terminal Report;

- o Submission of printed certificates to be signed by DOT officials; and

- o Inclusion of the successful participants to the American Licensing Authority of International English Language Teaching.

IX. CONTACT INFORMATION

Project Officers : MARISSA A. MASANGKAY

AKIKO KATE L. SIBUG

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APPROVED BY:

RENEE MARIE N. REYES

Director

Office of Product and Market Development

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Training Service Provider	Procurement of Training Service Provider for the Conduct of Master TESOL Certification	1	Lot	800,000.00

**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 (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 10 May 2022 at 12:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 05/05/2022

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