



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9033706
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Training Provider/Professional Services for the Business and Technical Writing Workshop

Area of Delivery

Solicitation Number:	2022-09-115	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	20/09/2022
Approved Budget for the Contract:	PHP 120,000.00	Last Updated / Time	20/09/2022 00:00 AM
Delivery Period:		Closing Date / Time	23/09/2022 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

TERMS OF REFERENCE

I. PROJECT TITLE: Business and Technical Writing Workshop

II. DATE/ VENUE: 21-24 October 2022/ Online Platform

III. BACKGROUND/RATIONALE

As the nation maintains to be at par with the rest of the world, embracing the convenience of the ever growing technology especially now that the world is adjusting to the demands of the new normal, the mode of communication also takes a new form. The digital world introduces new information and process that are complex. To convey complex information and specifications to readers in a way the readers can understand and apply is the main purpose of Technical Writing.

It requires adequate and skills to write technical communications and documents that will explain processes and specifications, inform, instruct, or persuade a particular audience or readers.

This workshop is designed to capacitate the participants with the key steps in effective technical writing.

Course Objectives:

1. Enable the participants to develop the right kind of technical writing in any format and for any medium.

2. Develop skills in structuring information and articulating subject matter.
3. Provide a framework for producing technical documents and specifications.

IV. SCOPE OF WORK/ITEMS/DELIVERABLES:

The Training and Development Division is looking for a professional services/training provider intended for the DOT Employees for the said program:

Program: Business and Technical Writing

Key Contents:

- Kinds of Business Writing
- The Purpose of Technical Writing
- Structuring Information and Articulating Subject Matter
- Writing Reports, Proposals and Plans

Target Dates: October 21 & 24, 2022

Target Pax: 30 pax

V. MINIMUM REQUIREMENTS FOR THE TRAINING PROVIDER

- * Must be a recognized learning and development institution/ trainer by the Civil Service Commission;
- * Must be amenable to government pay procedure

The Business and Technical Workshop incorporated in this Terms of Reference shall be implemented in the Calendar Year 2022. The training provider shall perform the following deliverables:

Activities:

1. Design and Program Introduction to Business Technical Writing
2. Purpose of Technical Writing

Deliverables: Program design and course content submitted

Quantity: 1 day

Activities:

3. Structuring Information and Articulating Subject Matter
4. Writing Reports, Proposals and Plans

Quantity: 1 day

VI. PROJECT COST

One Hundred Twenty Thousand Peso (PhP120,000.00) inclusive of applicable taxes. Expenses shall be charged to the Training and Development Plan (TDD) Internal Training Programs for FY 2022.

VII. TERMS OF PAYMENT

Government Procedure

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Training Provider	Training Provider/Professional Services - Business and Technical Writing Workshop	1	Lot	120,000.00

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

PROCUREMENT MANAGEMENT DIVISION

Department of Tourism

Makati City

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 Ms. Norjannah P. Lucman / nplucman@tourism.gov.ph on or before 23 September 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 19/09/2022

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