



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9034539
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Services of a Training Provider for the Conduct of Training on Graphic Design: Digital Imaging and Color Management
Area of Delivery	Metro Manila

Solicitation Number:	RFQ No. 2022 - 09 - 0113	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:	Education and Training Services	Date Published	21/09/2022
Approved Budget for the Contract:	PHP 144,000.00	Last Updated / Time	20/09/2022 08:36 AM
Delivery Period:		Closing Date / Time	26/09/2022 10:00 AM
Client Agency:			
Contact Person:	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

Procurement of Training Provider/ Professional Services

I. PROJECT TITLE : TRAINING ON GRAPHIC DESIGN: DIGITAL IMAGING AND COLOR MANAGEMENT

II. DATE/VENUE : October 06-08, 2022 (3 half-days)/ Online session

III. BACKGROUND/ RATIONALE

Digital Imaging and Color Management webinar lays down the foundation for understanding bitmap editing and digital photography. It is an excellent introduction to Photoshop or an image editing software. It is highly recommended for graphic designers, illustrators, photographers, art directors, corporate communicators and advertising executives who want to understand the digital imaging process.

Course Objectives:

At the end of the program, the participants are expected to:

- Understand the principles of creating an effective web page, including an in-depth consideration of information architecture;
- Understand the definition and tools of digital imaging
- Understand the color basics and color management
- Gain basic understanding of Adobe Photoshop essentials

IV. MINIMUM REQUIREMENTS FOR THE TRAINING PROVIDER

- Must be a recognized learning and development institution/trainer accredited by TESDA or at least with certificate of distinction as Authorized Training Provider and Adobe Certified Associate program provider to the top corporations and government institutions;
- With minimum of 2-3 years' experience in the field of graphic design and graphics software technology;

- Must be able to deliver the following objectives:

- a. To define the basic and common terms of digital imaging and color management fundamentals
- b. To apply the concepts of Adobe Photoshop essentials

V. 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 KEY CONTENTS TARGET DATES TARGET PAX

Training on Graphic Design: Digital Imaging and Color Management

- Definition of Digital Imaging
- Tools in Digital Imaging
- Building a Photoshop System
- Computer Graphics
- Scanning Techniques
- Color Basics and Color Management
- Digital Workflow

October 06-08, 2022;
three (3) half-day online session

60 pax

The Training on Graphic Design: Digital Imaging and Color Management training program incorporated in this Terms of Reference shall be implemented in the Calendar Year 2022. The training provider shall perform the following functions with the following deliverables:

ACTIVITIES DELIVERABLES Quantity

1. Design of the Program: Training on Graphic Design: Digital Imaging and Color Management

- Program design and course content submitted 1 day

2. Conduct of the following:

a) The program is open to all employees to be held online/ virtual session on October 06-08, 2022

b) Post-Training Activities

- To facilitate and handle the program as scheduled to selected DOT employees with maximum of 60 participants
- To provide online platform as aid for learning
- Participants shall be provided with learning materials such as handouts, simulation exercises, and pre-and post-test activities/assessment
- Participants shall be provided with a Certificate of Completion upon successfully completed the course requirements and program activities
- Submission of program evaluation report.

3 days
(4 hours session/day)

Upon payment of the project cost

VI. PROJECT COST

One Hundred Forty Four Thousand Pesos (PhP 144,000.00) inclusive of applicable taxes. Expenses shall be charged to the Training and Development Division (TDD) Internal Training Programs for FY 2022.

VII. TERMS OF PAYMENT

Payment shall be processed thru Government Procedure.

VIII. CONTACT DETAILS

Name: Ezra Grace C. Bayuga

E-mail: ecbayuga@tourism.gov.ph/ tdd@tourism.gov.ph

Prepared by: Recommending Approval:

EZRAH GRACE C. BAYUGA WILSON J. TELIG
 Administrative Officer IV Chief Administrative Officer,
 Training and Development Division

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Training Service Provider	Procurement of Services of a Training Provider for the Conduct of Training on Graphic Design: Digital Imaging and Color Management	1	Lot	144,000.00

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 26 September 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 20/09/2022

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