

Bid Notice Abstract

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Request for Proposal (RFP)

Reference Number 9101524

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of an Educational Institution or Training Service Provider for the Online Language Training Course (German and French)

Area of Delivery

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Solicitation Number:	2022-10-167	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	11/10/2022
Approved Budget for the Contract:	PHP 900,000.00	Last Updated / Time	11/10/2022 12:00 AM
Contract Duration:		Closing Date / Time	14/10/2022 1:00 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

BIDDER: EDUCATIONAL INSTITUTION OR TRAINING SERVICE PROVIDER

PROJECT: ONLINE LANGUAGE COURSE (GERMAN AND FRENCH) FOR TOUR GUIDES AND TOURISM FRONTLINERS

1. MINIMUM REQUIREMENTS:

- The company must have at least one (1) year of experience in providing German and French language speaking training courses, either through physical / face-to-face setting or an online/cloud-based platform (including the organizing and executing available foreign language courses and managing participants and their activities); and
- Must be registered with PHILGEPS

2. BACKGROUND:

In line with the Department's continuing efforts to assist displaced tourism work force during the tourism industry's recovery period, the Office of Product and Market Development (OPMD), in coordination with the Office of Industry Manpower Development (OIMD), will conduct a series of online foreign language training courses designed to equip and upgrade the communication skills of DOT-accredited tour guides and tourism frontliners in response to the opening of the Philippine borders and the resumption of international (inbound) travel of the country's opportunity markets – Germany and France.

The online language training program will be conducted in November 2022.

3. OBJECTIVES:

Following are the objectives of the project:

1. Conduct a capability-building program that will enable DOT-accredited tour guides and tourism frontliners to learn, refresh, and sharpen their communication/speaking skills in German and French;
2. Generate a pool of proficient foreign-language-speaking tour guides and tourism frontliners who can later be tapped to handle incoming tour groups from OPMD's opportunity markets; and

3. Provide follow-up to the pilot training, Online Language Training in 2021.

4. SCOPE OF WORK AND DELIVERABLES

4.1. Pre-event

- Provide DOT the organizational framework, methodologies of execution, technical specifications, and support to be used in the online language training platform, and feedback mechanism of the language training program to be undertaken;
- Implement and integrate in the company's existing modules the conceptualized topics of the DOT;
- Must submit a list of recommended language trainers (per language), their resumé and appropriate credentials;
- Language training syllabus: focus on intermediate or advanced (German and French) conversational language and tourism-oriented-and-related terminologies (to be submitted to, and approved by DOT); and should include 2 to 3 sessions for the basic course refresher, depending on the result of the pre-apptitude test

4.2. Online language training program:

- Hosting of the online language training session to accommodate 15 to 18 people in the room per training session;
- Language training session execution: Two (2) hours per session, with minimum of fifteen (15) sessions per language program;
- Learning materials: digital and downloadable language training materials
- Conduct a pre-training aptitude exam to determine level of advancement (should include exams and/or worksheets that will be uploaded to the learning management system, as follow up to the pilot training)
- Feedback mechanism: a) Post-online exam and b) student-evaluation form

4.3. Post-event:

- Provision and distribution of DOT-approved Certificates of Completion to participants (physical copies if possible)
- Final Training Report following a prescribed format from DOT

5. SCHEDULE OF ACTIVITIES

The proposed schedules of the language training course(s) are following:

Lot 1 – Germany

Target dates of implementation Target Number of participants Duration of each session and number of sessions

1st Part

(basic course refresher, vocabulary, theory, etc.) November 2 to 15, 2022 15 pax 1 session for 2 hours per day
(10 sessions in total)

2nd Part

(performance-based/conversational, final assessment/presentations) November 16 to 22, 2022 15 pax 1 session for 2 hours per day
(5 sessions in total)

Lot 2 – French

Target dates of implementation Target Number of participants Duration of each session and number of sessions

1st Part

(basic course refresher, vocabulary, theory, etc.) November 24 to December 9, 2022 18 pax 1 session for 2 hours per day
(10 sessions in total)

2nd Part

(performance-based/conversational, final assessment/presentations) December 12 to 16, 2022 18 pax 1 session for 2 hours per day
(5 sessions in total)

Notes:

- Classes should be conducted during weekdays only
- Class time / schedule can be discussed by DOT and the service provider, but should fall between 9am to 7pm
- Training schedules subject to change based on DOT recommendation(s) and based on the issuance of the Notice to Proceed
- Include a session for pre-training orientation with the service provider

6. QUALIFICATIONS OF THE EDUCATIONAL INSTITUTION OR TRAINING SERVICE PROVIDER

The service provider should possess the following qualifications:

6.1. Company experience and network

- Should have experience in organizing and executing their own language training courses / classes, either in the physical / face-to-face setting or through online learning platforms
- Should be able to assist students / participants (tour guides) on how to use the recommended online learning platform

6.2. Online learning platforms:

- Must have a separate, licensed online / cloud-based platform for the language training course that can accommodate the designated number of participants and DOT observers
- Should be able to provide access link(s) to enable DOT and its appointed program evaluators / quality assessors to observe the class proceedings

6.3. Team Composition

Must provide a team for the online language training sessions:

- One (1) Team Leader to plan, organize, direct and manage the online classes
- Must have at least 2 years of experience in handling language educational training programs (whether online or face-to-face)
- One (1) language teacher or lecturer / facilitator per language program (preferably, with experience in handling an online learning program)
- Must have at least 2 years of experience in teaching German Language to students or corporate professionals (whether online or face-to-face)
- One (1) technical staff to provide and handle technical support to the lecturer and students / participants;
- One (1) administrative staff to handle the administrative and logistical requirements of the lecturer and participants (e.g., class schedules, resource materials, Certificates of Completion, etc.)

7. BUDGET:

Lot PROGRAM BUDGET

1 Online German Language Course
(November 2 to 22, 2022) Php 500,000.00
2 Online French Language Course
(November 24 to December 16, 2022) Php 400,000.00
TOTAL AMOUNT Php 900,000.00

Total budget per training program is all-inclusive of professional and technical fees, and applicable government taxes.

8. TERMS OF PAYMENT:

Send bill arrangement upon submission of complete billing and supporting documents: Bill must be addressed to the Department of Tourism. Payment shall be made based on the actual number of students.

Report (as supporting document) content:

- (1) List of participants, (online) class attendance
- (2) Screenshot of each class conducted (dated and time stamped)

- (3) Online language training course program (i.e., course syllabus, methodology and metrics used)
- (4) Course evaluation and feedback form from students
- (5) Links to the recording of the online training course (per session), and
- (6) Key findings and recommendations (of participants regarding training course methodology)

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Online Language Course (GERMAN)	Educational Institution or Training Service Provider for the Online Language Training Course (German)	1	Lot	500,000.00
2	Online Language Course (FRENCH)	Educational Institution or Training Service Provider for the Online Language Training Course (French)	1	Lot	400,000.00

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2022-10-167

In addition to the Proposal/Quotation, kindly submit the following 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: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 14 October 2022 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman
Date Created 10/10/2022

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