



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9131806
Procuring Entity	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title	Farm Tourism Webinars in the New Normal
Area of Delivery	Metro Manila

Solicitation Number:	2022-1-005	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
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	19/10/2022
Approved Budget for the Contract:	PHP 300,000.00	Last Updated / Time	18/10/2022 14:37 PM
Delivery Period:	6 Day/s	Closing Date / Time	24/10/2022 13:00 PM
Client Agency:			
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot4b.bacsecretariat@gmail.com		

Description

Terms of Reference

I. Host Agency : Department of Tourism MIMAROPA
Dates of Implementation : November 2022

II. DOCUMENTARY REQUIREMENTS FOR ONLINE PROVIDERS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- Submission of Titles, Topics, Objectives of the Webinars; and Profiles and Accomplishments of the Resource Persons on or before closing of PHILGEPs posting for interested bidders

III. TECHNICAL DESCRIPTION / SPECIFICATIONS

Duly Licensed Online Training Provider should be able to provide the following:

- Four (4) modules in five (5) runs of online forum/webinar production with maximum of 3 hours per module;

- Program Development – curriculum relevant to industry needs and standards;
- Must have had Trainer experience with LGUs or NGAs;
- Must have conducted seminars around the country;
- Must have worked with DOT or affiliate agencies an advantage;
- Engagement of Industry Experts as Resource Speakers;
- Platform set-up to ensure that training will run smoothly/Must have Zoom and Streamyard capability;
- Must produce Infographics each for the 5 modules
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the End-user ;
- Provide Host and Moderator during the Webinar;
- Issuance of E-certificates/Certificates of Participation;
- Provide training/session materials without further charges or fees;
- Provide Photo Documentation and Post-activity Report;
- Must have an office in Metro Manila; and
- Must be able to provide the requirements on send bill arrangement

IV. PROPOSED WEBINAR MODULES

1. FARM TOURISM 101 (Two (2) runs for MIMARO and Palawan clusters)

OBJECTIVE

- To provide a webinar which will focus on how to set up a sustainable and economically viable farm tourism business.

TARGET PARTICIPANTS

60 persons from Existing and Prospective Farm Tourism Enterprises and Local Tourism Officers

2. FARM TOURISM SITE DEVELOPMENT AND ENHANCEMENT (3 different modules)

OBJECTIVE

- To provide three (3) unique webinars that will develop and enhance the activities and facilities of the existing and prospective Farm Tourism Sites in MIMAROPA.

TARGET PARTICIPANTS

60 persons from Existing and Prospective Farm Tourism Enterprises and Local Tourism Officers

V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is Three Hundred Thousand Pesos (Php 300,000.00), inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VI. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon completion of webinars conducted.

VII. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance and responsiveness with the submission of titles, topics, objectives of the Webinars; and Profiles and Accomplishments of the Resource Persons.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and above-mentioned over-all compliance and responsiveness as approved by the DOT-MIMAROPA END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-MIMAROPA END USER.
- The WINNING BIDDER shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved modules listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

IX. PROJECT OFFICER/CONTACT PERSON

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