



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9165320
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the Online Language Training for Tour Guides (Italy & Spain) - Two (2) Lots

Area of Delivery

Solicitation Number:	2022-10-227	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	0
Category:	Services	Date Published	27/10/2022
Approved Budget for the Contract:	PHP 954,000.00	Last Updated / Time	27/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	02/11/2022 13:00 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: SERVICE PROVIDER COMPANY

PROJECT: ONLINE LANGUAGE TRAINING (ITALY AND SPAIN) FOR TOUR GUIDES

1. MINIMUM REQUIREMENTS:

The subject matter expert/ trainer must have at least one (1) year of experience in providing foreign language speaking training courses, either through online or physical/face-to-face setting
 Must be registered with PHILGEPS;
 Willing to provide services on send-bill arrangement.

2. BACKGROUND:

Spain and Italy are among the top producing Opportunity Markets of Southern Europe for outbound tourists to Southeast Asian countries with growth rates ranging between +10% to +20% across several years.
 The Philippines has world-class products and destinations that match the preferences of the Spanish and Italian Outbound Markets, however, excellent and quality services are critical when communicating messages during the actual tours.

There are very few Italian and Spanish-speaking tour guides in domestic destinations. These Online Italian and Spanish Language Trainings will improve the quality of current tour guiding services.

3. OBJECTIVE:

Following are the objectives of the project:

To ensure, enhance, and upgrade the language skills of tour guides for the Spanish and Italian market.

To capacitate tour guides in the various regions with language competencies sufficient to meet the language requirements of the Spanish and Italian markets.

To give an opportunity for the OFWs who possess language skills in Spanish and Italian to become tour guides.

4. SCOPE OF WORK AND DELIVERABLES

Hosting and virtual class management via Zoom of the online language training session to accommodate 25 to 30 people in the room per training session;

Language training session execution: Four (4) hours per session, for a total of 15 sessions, per language program. 2 batches/runs

Learning materials: digital and downloadable language training materials

Feedback mechanism:

a) Pre-training aptitude exam to determine level of advancement

b) Post-online exam and

c) Student evaluation form

Design and Development of Training Invitations to Participants for Social media posting

Social media posting and boosting through FB

Tracking and Monitoring of Participants' enrollment and registration via Zoom

Tracking and Monitoring of Attendance and Course Compliance

Periodic Progress Reporting to Client

Preparation and Distribution of Individual Trainee's Manual

Preparation and Distribution of Individual Certificates of Participation

Summary of Post Training

Terminal Report to include Summary and Analysis of Results, Observations and Recommendations

5. SCHEDULE OF ACTIVITIES

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

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

Spain November 2022 25 to 30 pax 4 hours/session / 15 sessions total/ 2 runs

Italy November 2022 25 to 30 pax 4 hours/session / 15 sessions total/2 runs

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)

6. QUALIFICATIONS OF SERVICE PROVIDER COMPANY / EVENT MANAGEMENT COMPANY

The service provider should possess the following qualifications:

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.

7. BUDGET:

Lot PROGRAM BUDGET

1 Online Spain Language Course Php 477,000.00

2 Online Italy Language Course Php 477,000.00

TOTAL AMOUNT Php 954,000.00

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

8. TERMS OF PAYMENT:

Send bill arrangement and a 60-day payment period upon submission of complete billing and supporting documents: Bill must be addressed to the Department of Tourism.

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All information posted and attached to this PhilGEPS Notice are also available at the DOT website

<http://www.tourism.gov.ph/AwardedProjects-PublicBidding.aspx>

Disclaimer:

Should there any discrepancies among the provided information, please refer to the Attached TERMS OF REFERENCE.

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Online Language Training - ITALY	1	Lot	477,000.00
2	Service Provider	Online Language Training - SPAIN	1	Lot	477,000.00

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. 2022-10-227

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 02 November 2022 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 26/10/2022

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