



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9165299
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the conduct of Training on Organizing Events for Face-to-Face and Hybrid Trainings

Area of Delivery

Solicitation Number:	2022-10-226	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 150,000.00	Last Updated / Time	27/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	02/11/2022 10:00 AM
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

TECHNICAL SPECIFICATION
(Services of Online Training Provider)

I. PROJECT: Training on Organizing Events for Face-to-Face and Hybrid Trainings

BACKGROUND

Part of the mandate of the Department of Tourism through the Office of Industry Manpower Development and the Regional Offices is to “develop training modules and conduct multi-skills training seminars, including continuing education programs for the industry manpower, in coordination with appropriate government agencies and tourism enterprises and associations, thereby upgrading their quality, competence, and excellence in the delivery of tourism services.”

The 1-day training on Organizing Events for Face-to-Face and Hybrid Trainings plays a key role to effectively implement various human capability training for the tourism industry stakeholders in the Philippines. This program shall empower the training champions to provide quality trainings, adapted to the demands of the pandemic. This training will be a part of the Tourism Industry Skills Program (TISP) Year-End Re-tooling and Assessment Workshop in the Province of Rizal.

- Target Participants: 30 face-to-face participants + online participants
- Target Date/Period Covered: November 28 – December 2, 2022

II. PURPOSE/OBJECTIVES

- To identify the different kinds of events.
- To learn the nuances of organizing events.
- To form strategic partnerships with the target market, suppliers, sponsors, and other stakeholders.
- To learn how to prepare the events deck

III. TECHNICAL DESCRIPTION/SPECIFICATIONS

The training provider must be a recognized training institution of the Philippine Association of Convention/Exhibition Organizers and Suppliers Inc. (PACEOS) that can provide a highly specialized training on organizing events for face-to-face and hybrid trainings with the following deliverables:

- One (1) 7-hour of training on Organizing Events for Face-to-Face and Hybrid Trainings, covering but not limited to the following:
 - o Identifying the different kinds of events
 - o Setting event objectives
 - o Identifying components of an event
 - o Preparation of the event budget
 - o Identifying partners or tie-up organizations
 - o Creating engaging and entertaining event experiences
 - o Evaluating the success of the event
 - o Preparing the event deck
- Coordination among the end-users, central and regional offices’ participants before, during, and after the training to ensure attendance and participation.
- Provide activities such as but not limited to energizers, ice breakers, quizzes, etc.
- Online platform set-up to ensure that training will run smoothly.
- Administer pre-registration and feedback/post-evaluation forms using DOT templates.
- Issuance and distributions of e-certificates/certificates of participation with 7 credit hours for the certification programs of CMP (Certified Meeting Professional aof the the Events Industry Council which is gblally considered the Badge of Excellence in the event management certification) and SIMP (Singapore Institute of Multidisciplinary Professions Event Management Certification Program)
- Provide training/session materials without further charges or fees.
- Provide documentation and post-activity reports as maybe required by OIMD.
- Training Kits for the participants

IV. APPROVED BUDGET FOR THE CONTRACT:

ONE HUNDRED FIFTY THOUSAND PESOS (Php 150,000.00)
inclusive of applicable taxes

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Service Provider - Training on Organizing Events	1	Lot	150,000.00

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. 2022-10-226

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 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman
Date Created 26/10/2022

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