



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9170205
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Training Provider for M.I.C.E Trainings (4 runs on November 2022)
Area of Delivery

Solicitation Number:	2022-10-237	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	28/10/2022
Approved Budget for the Contract:	PHP 800,000.00	Last Updated / Time	28/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	02/11/2022 15:00 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

TECHNICAL SPECIFICATION
(Services of Training Provider)

I. PROJECT: M.I.C.E. Trainings

BACKGROUND

The National Tourism Development Plan of 2011-2016 has identified MICE (Meetings, Incentives, Conferences and Events) Tourism as one of the Philippine's Nine (9) Product Portfolio which the local tourism industry can capitalize on to increase tourism arrivals in the country. The Philippine MICE Roadmap envisions the Philippines to be a leading MICE destination in Asia Pacific and Middle East by 2030. The Philippine MICE Roadmap is also in line with ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) in the MICE labor division. MICE is identified as a high value adding industry. To ensure quality standards are in place, it is important that we encourage MICE organizers and service providers to take part and invest in tourism manpower trainings. As part of the Department's mandate "to develop the country as a prime tourists hub in Asia, as well as a center of world congresses and conventions, by promoting sustainable tourism anchored principal on the country's history, culture and natural endowments, and ensuring the protection, preservation and promotion of these resources" (RA 9593 Chapter I, Sec 2-e), the Office of Industry Manpower Development will be holding a series of MICE Trainings. These trainings will be part of our program to intensify MICE awareness and skills enhancement thereby improving competitiveness in the MICE industry.

- Target Participants:

Maximum of 50 participants per run comprising of MICE organizers and service providers preferably from the accommodation, travel and tours, local government unit, events and convention sectors.

- Target Date/Period Covered: 4 runs of MICE Trainings in November 2022

II. PURPOSE/OBJECTIVES

- To raise service standards in the MICE industry.
- To develop globally competitive MICE professionals.
- To train local tourism stakeholders in the destinations to be MICE players/ stakeholders and to advance the location as a MICE destination.

III. TECHNICAL DESCRIPTION/SPECIFICATIONS

The training provider must have handled MICE trainings for the tourism industry within the last three years and would be able to provide a highly specialized training in the field of MICE with the following deliverables:

- Four (4) MICE trainings of online/hybrid webinar production. The course includes two (2) MICE 101: Introduction to Meetings, Incentives, Conference and Exhibitions (8 hours/1 day); and two (2) MICE 102: Event Strategic Planning with CMP Certification (16 hours/2 days).
- To provide a Certified Meeting Professional (CMP) certification by the Events Industry Council.
- Engagement of industry experts as Resource Speakers.
- Coordination among the end-users, central and regional offices' participants before, during, and after the training to ensure attendance and participation.
- Provide minimum of five (5) prizes per training for 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.
- Provide host and moderator during the webinar.
- Issuance and distributions of e-certificates/certificates of participation.
- Provide training/session materials without additional charges or fees.
- Provide documentation and post-activity reports as maybe required by OIMD.

IV. APPROVED BUDGET FOR THE CONTRACT:

EIGHT HUNDRED THOUSAND PESOS (Php 800,000.00)
inclusive of applicable taxes

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Kindly refer to the signed Terms of Reference.

All information posted and attached to this Notice are available in the PhilGEPS website:

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Service Provider for M.I.C.E Trainings	1	Lot	800,000.00

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. 2022-10-237

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 nplucman@tourism.gov.ph on or before 02 November 2022, 3:00 p.m. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 27/10/2022

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