



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5689735
Procuring Entity DEPARTMENT OF TOURISM
Title 2018 DOT Marketing Workshop
Area of Delivery Metro Manila

Solicitation Number: 2018-10-0294	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	4
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Consulting Services	Document Request List	3
Category: Consulting Services	Date Published	05/10/2018
Approved Budget for the Contract: PHP 336,000.00	Last Updated / Time	05/10/2018 00:00 AM
Delivery Period:	Closing Date / Time	09/10/2018 17:00 PM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TERMS OF REFERENCE

I. PROJECT: PROCUREMENT OF SERVICES OF CONSULTANT TO UNDERTAKE FACILITATION FOR THE DOT MARKETING WORKSHOP

II.BACKGROUND:

Group Name : 2018 DOT Marketing Workshop
 No. of Pax : 70 pax
 Date/Period Covered : October 15 to 17, 2018
 Destination : Manila
 Specification :

The Philippine Department of Tourism (PDOT) is in need of the services of a Training Provider/Resource Person/Facilitator with Proven Track Record in Tourism Marketing and Strategic Planning. The program will include lectures, discussions, structured learning exercises, workshops, and other approaches that will enhance the participants' learning while fostering bonding and cooperation.

III.PURPOSE/OBJECTIVES

The Tourism Development Sector will conduct a strategic planning workshop for the DOT Tourism Attaches, Overseas Market Representatives and concerned officers and staff of the DOT Head Office and its attached agencies. The primary goal of the workshop is to strategize how the DOT can increase the overall competitiveness of its overseas offices in relation to the overall goals and targets of the Philippine tourism industry.

The activity serves as:

- (1) venue to introduce the teams, their programs and progress reports as regards market features and market performance - to the new DOT Secretary and management team;
- (2) platform for crafting their program thrusts i.e. promotions plan and activities based on the results of prioritization

from matching of their markets and the tourism products under the NTDP product portfolio; and (3) opportunity to exchange innovative ideas and inputs to enhance the competitive performance of the overseas offices relative to DOT's strategic goals and programs.

To achieve the objectives of the workshop, a consultant-facilitator will be tapped to help develop the workshop framework and modules, provide insights/lectures, and guide the conduct of the pre-workshop, plenary, and work group sessions. The consultant should have significant experience in facilitating seminar workshops in tourism marketing and product development.

IV. MINIMUM REQUIREMENT FOR SUPPLIERS

The Facilitator should have the following qualifications and experience:

- Training and organizational development with minimum of 10 years experience;
- Trainers to be deployed must have at least a masteral degree;
- With existing reputable clients' base, with at least 2-3 government agencies in the pool;
- Proof of knowledge on strategic planning, tourism marketing, tourism planning, and innovation strategy at the national and international levels;
- Should be able to deliver scope of work and provide a program that meets the objectives;
- Proposed program cost is within the approved budget.

The facilitators will be supported by a DOT Secretariat of five (5) people to assist in the conduct of the seminar-workshop proceedings and preparation of the seminar-workshop report:

- Time keeper – one staff
- Attendance – one staff
- Technical booth – one staff
- Documentation and training support – two staff

V. SCOPE OF WORK/DELIVERABLES

Consultant-facilitator will be responsible for the following:

- 1) Advise and agree with the DOT workshop organizers on the process to be applied in the conduct of the workshop
- 2) Design the appropriate process/modules for the seminar-workshop leading to the desired outputs
- 3) Presentations to include theories, benchmarks, and models
- 4) Workshop facilitation
- 5) Produce the workshop summary/terminal report in hard copies and electronic format.

VI. EXPECTED OUTPUTS

The expected outputs are:

- a) Well-managed workshops generating participation from all attendees;
- b) Design and Monitoring Framework for measuring achievement of program goals, objectives and outputs
- c) Strategic Promotions Plan that will reflect the strategic activities to support the results of prioritization of market-product matching program;
- d) Inputs to the Development of Performance Standards and Tools for Foreign Offices.
- e) Workshop report summarizing the process, main outcomes and evaluation made by participants

VII. BUDGET

Total Budget allocation for the project is Three Hundred Thirty Six Thousand Pesos (P336,000.00).

This will cover payment for program design, diagnostics, and workshop report. (All other physical and technical requirements will be provided by the DOT).

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier.

IX. PROJECT OFFICER/CONTACT PERSON:

Francisco M. Lardizabal/Marjorie Quiaoit
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Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Section, 351 Sen. Gil Puyat Avenue, Makati City

ELIGIBILITY REQUIREMENTS:

1. Eligibility Documents Submission Form (Annex A)

2. Class "A" Documents:

- a. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent document for Exclusive Economic Zones or Areas; and

(In case of recently expired Mayor's/Business permit, submission of the expired

Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184

For individual consultants not registered under a sole proprietorship, a BIR Certification of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit; and

** For methods of procurement requiring Mayor's Permit and PHILGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

b. Philgeps Registration Number

c. Latest Income/Business Tax Return (For ABCs above Php500K)

d. Professional License/Curriculum Vitae/Company Profile

e. List of completed and ongoing projects

f. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)

g. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before October 9, 2018 at 5:00 pm

Created by John Paulo Samonte Francisco

Date Created 04/10/2018

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