



Bid Notice Abstract

Request for Expression of Interest

Reference Number 9599590
Procuring Entity DEPARTMENT OF TOURISM
Title EDUCATIONAL INSTITUTION OR TRAINING SERVICE PROVIDER for the BASIC HEBREW LANGUAGE COURSE FOR THE LOCAL TOURISM INDUSTRY STAKEHOLDERS

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-03-180	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:	Consulting Services	Date Published	23/03/2023
Approved Budget for the Contract:	PHP 616,000.00	Last Updated / Time	23/03/2023 00:00 AM
Delivery Period:		Closing Date / Time	27/03/2023 11:00 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

TERMS OF REFERENCE

BIDDER: EDUCATIONAL INSTITUTION OR TRAINING SERVICE PROVIDER

PROJECT: BASIC HEBREW LANGUAGE COURSE FOR THE LOCAL TOURISM INDUSTRY STAKEHOLDERS

1. MINIMUM REQUIREMENTS:

The company must have at least one (1) year of experience in providing Hebrew language speaking training courses, either through physical/face-to-face setting or an online/cloud-based platform (including the organizing and executing available foreign language courses and managing participants and their activities);
Must be registered with PHILGEPS;

2. BACKGROUND:

In line with the Department's continuing efforts to assist the displaced tourism workforce during the tourism industry's recovery period, the Office of Product and Market Development (OPMD), in coordination with the Office of Industry Manpower Development (OIMD), will conduct a series of online foreign language training courses designed to equip and upgrade the communication skills of the local tourism industry stakeholders in response to the opening of the Philippine borders and the resumption of international (inbound) travel of the country's growing market from Israel.

The online language training program will be conducted starting April to May 2023.

3. OBJECTIVE:

Following are the objectives of the project:

Conduct a capability-building program that will enable the local tourism stakeholders to learn the basics of communication/speaking in Hebrew and to further create an avenue of additional revenue-generating skillset; and Generate a pool of abled foreign-language-speaking tour guides, tourism frontliners, and other stakeholders who can later be tapped to make contact and handle their Israeli counterparts.

4. SCOPE OF WORK AND DELIVERABLES

4.1. Pre-event

Provide DOT with the organizational framework, methodologies of execution, technical specifications, and support to be used in the online language training platform, and feedback mechanism of the language training program to be undertaken;

Must submit a list of recommended language trainers (per language), their resumé and appropriate credentials; and Language training syllabus: basics of Hebrew language, and common phrases used in tourism-oriented-and-related settings (to be submitted to, and approved by DOT)

4.2. Online language training program:

Hosting of the online language training session to accommodate a maximum of 15 students in the room per training session;

Language training session execution: Fifteen (15) sessions, two (2) hours per session for a total of 30 hours for the program;

Learning materials: digital and downloadable language training materials; and

Feedback mechanism: a) Post-online exam and c) student-evaluation form

4.3. Post-event:

Provision and distribution of DOT-approved Certificates of Completion to participants (physical copies if possible); and Final Training Report following a prescribed format from DOT

5. SCHEDULE OF ACTIVITIES

The proposed schedule of the language training course(s) is the following:

Notes:

Classes should be conducted during weekdays only, not including holidays (May 1 – Labor Day)

Final class time/schedule can be discussed by DOT and the service provider, but should fall between 9am to 7pm and should total 40 hours including the assessment and awarding ceremony

Training schedules are subject to change based on DOT recommendation(s)

6. QUALIFICATIONS OF THE EDUCATION INSTITUTION OR TRAINING SERVICE PROVIDER

The service provider should possess the following qualifications:

6.1. 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 (tourism stakeholders) on how to use the recommended online learning platform

6.2. Online learning platforms:

Must have a separate, licensed online / cloud-based platform for the language training course that can accommodate the designated number of participants and DOT observers

Should be able to provide access link(s) to enable DOT and its appointed program evaluators / quality assessors to observe the class proceedings

6.3. Team Composition

Must provide a team for the online language training sessions:

One (1) Team Leader to plan, organize, direct and manage the online classes

Must have at least 1 year of experience in handling language educational training programs (whether online or face-to-face)

One (1) language teacher or lecturer / facilitator per language program (preferably, with experience in handling an online learning program)

Must have at least 1 year of experience in handling language educational training programs (whether online or face-to-face)

One (1) technical staff to provide and handle technical support to the lecturer and students / participants;

One (1) administrative staff to handle the administrative and logistical requirements of the lecturer and participants (e.g., class schedules, resource materials, Certificates of Completion, etc.)

7. BUDGET:

TOTAL BUDGET: PHP 616,000.00 (to be sourced from OPMD FY 2023 Work and Financial Program – Market Development Division / Israel)

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

8. TERMS OF PAYMENT:

Send bill arrangement upon submission of complete billing and supporting documents: Bill must be addressed to the Department of Tourism.

Report (as supporting document) content:

- (1) List of participants, (online) class attendance
- (2) Screenshot of each class conducted (dated and time stamped)
- (3) Online language training course program (i.e., course syllabus, methodology, and metrics used)
- (4) Course evaluation and feedback form from students
- (5) Links to the recording of the online training course (per session), and
- (6) Key findings and recommendations (of participants regarding training course methodology)

9. CONTACT PERSON(S):

Office: Office of Product and Market Development – Market Development Division

Contact details: (632) 8459-5200 local 524 / 09260199087 (C. Hawil)

Email: eutecsonjr@tourism.gov.ph / cdhawil@tourism.gov.ph

Noted by:

RAYMUND GLEN A. AGUSTIN
Chief, OPMD-MDD

Approved by:

PAULO BENITO S. TUGBANG, M.D.
Director, Office of Product and Market Development (OPMD)

Other Information

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

2. 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.

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

3. PhilGEPS Registration Number

4. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

5. Professional License/Curriculum Vitae

6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.

7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)

8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your proposals together with your eligibility requirements thru email and sent it to nplucman@tourism.gov.ph on or before 27 March 2023 at 11:00 am. Late and unsigned proposals shall not be accepted.

Created by Norjannah P Lucman

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