



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 10336544
Procuring Entity DEPARTMENT OF TOURISM
Title CONSULTANCY SERVICES FOR THE SUSTAINABLE DEVELOPMENT TRAINING
Area of Delivery

Solicitation Number: NP-SVP No. 2023-11-731	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	1
Category: Consulting Services	Date Published	19/11/2023
Approved Budget for the Contract: PHP 934,117.18	Last Updated / Time	19/11/2023 00:00 AM
Delivery Period:	Closing Date / Time	22/11/2023 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

SCOPE OF WORK

In this regard, the Consultant will undertake various tasks but not limited to the following stages and deliverables:

1. Design a micro-credential training program comprised of online and in-person sessions;
2. Secure the licenses for three online modules on Sustainable Tourism Development with a Certificate of Completion for each of the participants from EarthCheck Research Institute/Typsy;
3. Conduct a maximum of one (1) hour online onboarding session with DOT at an agreed date and time, to present the training
4. Host the online onboarding session via online platform;
5. Agree on specific dates for participants to complete the one-month online training;
6. Allow participants to complete the online modules of the program in one month (30 days); and another 30 days to formulate their project proposals;
7. Conduct 2 full day in-person sessions for ATOP Officers, DOT Regional Offices and Central Office's Representatives, and 4-full day in-person sessions for DOT's executive committee/Management Committee/ regional directors, and project officers at an agreed date and venue.

8. Assign faculty experts to handle each of the in-person modules;
9. Provide meals, venue and training materials to all participants;
10. Provide photo and video documentation during the in-person sessions;
11. Conduct a formal closing ceremony after the presentation of expected output;
12. Provide certificate of learning and completion to the participants who shall comply with all academic requirements of the Training Program. Academic requirements include:
 - a. Earthcheck-Typsy Certificate of Completion for passing the quiz for each of the online modules;
 - b. Attendance in all in-person modules
 - c. Presentation of expected output to a panel; and
13. Provide Certificates of Participation to participants who would not be able to comply with all academic requirements
14. Provide Certificates of Appearance to all participants
5. Organize a panel presentation comprising of the faculty identified in Section VI Item 8 and at least 3 experts from the tourism industry for the program of the DOT executive committee/ management committee/ regional directors, and project officers.

The CONSULTANT shall be responsive for all the necessary documents and information pertinent to the conduct of the training program. They shall likewise submit any other related data for report that may be requested by the DOT.

DELIVERABLES

The Consultant will be required to submit progress reports on the major activities required during the implementation. It shall include specifically the following outputs during the course of the engagement:

Training Components

- a. Development of Training Program Designs
(please refer to the attached TOR for the subcomponents)
- b. Provision of Project Reports and Documentation
(please refer to the attached TOR for the subcomponents)
- c. Provision of Venue and Meals during the on-site/ in-person training
(please refer to the attached TOR for the subcomponents)

PROJECT DURATION

The Program will run for at least (4) man-months for the whole course of implementation of the sustainable development training and formulation of the necessary materials

The project duration or schedule is based on working days and shall exclude the client's reviews and approval. The OTDPRIM-TDPD shall provide with a copy of each deliverable for review and comments.

IMPLEMENTATION ARRANGEMENTS

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CONSULTANT QUALIFICATIONS AND EXPERIENCE

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(please refer to the attached TOR for the complete details and the RATING SHEET to be used)

Other Information

Kindly submit your Proposal (with timeline, plan and methodology) and the following eligibility documents on or before 22 November 2023, 1 p.m., to:
nplucman@tourism.gov.ph, to wit:

- 1 Registration Certificate
- 2 Mayor's Permit
- 3 PhilGEPS Registration Number
- 4 Latest Income Tax Return (for ABC above PhP500,000.00)
- 5 List of Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.
- 6 Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff

7 Statement of the Prospective Bidder of all its going 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

8 Omnibus Sworn Statement

9 Company Profile

Created by Norjannah P Lucman

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