



Bid Notice Abstract

Request for Expression of Interest

Reference Number 10545749
Procuring Entity DEPARTMENT OF TOURISM
Title Consulting Services for the Development and Reviw of Training Modules
Area of Delivery

Solicitation Number:	NP-SVP No. 2024-02-022	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	09/02/2024
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	09/02/2024 00:00 AM
Delivery Period:		Closing Date / Time	13/02/2024 14:00 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

MINIMUM REQUIREMENTS

The DOT is in need of a consultancy services to provide technical expertise in reviewing training modules, including its objectives, content, methodology, assessment process and other learning resources and to develop a complete courseware that is accurate and at par with the current standards in terms of leaning and development.

At least 1 Project Lead with the following required professional skills and experience:

- Must have at least 2 years of prior work experience in the field of training development and/or tourism industry.
- With at least 2 years demonstrated knowledge and experience in course or modue review, training design development.
- With at least 1 sample of training of training modules developed relevant to tourism and
- Must be flexible to adjust DOT-OIMD's schedule of activities.

At least 1 Support Staff to assist in the following:

- Assist in the facilitation and documentation of module review preparations; and
- Prepare necessary reports and evaluation forms.

SCOPE OF WORK AND DELIVERABLES

1. Review and enhance identified modules below with subject matter experts
 - Regional Tour Guiding

- Community tour Guiding
- Refresher Course for Tour Guide
- 1.b. Interview of Authors/ Trainer/Experts
- 1.c. Research on additional content
- 1.d. Updating and enhancement of the modules
- 2. Develop training toolboxes for the 3 identified modules consisting of the following:
 - 2. a. Module Outline
 - 2.b. Training Design
 - 2.c. Training Manual
 - 2.d. Trainer's Manual
 - 2.e. Presentation Manual
 - 2.f. Assessment Tools for participants and Trainers
- 3. Enhancement of the existing process for module review to include the following:
 - 3.a. Standard Operating Procedure
 - 2.b. Assessment Criteria
 - 3.c. Assessment/Evaluation forms
 - 3.d. Module Review forms

OTHER DELIVERABLES

- Bidder must submit proposed activities and timeline
- Selected company shall render deliverables within the approved activities and timeline.
- Service provider shall coordinate with the counterpart DOT support team in the editing and revision of the content, format of process, forms and other reportorial requirements
- Ensure the conduct of briefinf prior to the conduct consultation/validation with authors/trainers/ experts, and coaching/mentoring sessions for the counterpart DOT support team
- Provide licensed online platform in the conduct as necessary.
- Administer documentation, and preparation of report in consultation with the end-user.

THE BIDDER MUST SUBMIT THE FOLLOWING DOCUMENTARY REQUIREMENTS

1. Company Profile
- 2 .CV of Project Lead and Team Members/ Support Staff who will handle the project.
3. List of Relevant projects, either in public or private sector.

PROJECT DURATION

2 Months from the issuance of NTP

-----for complete details (such as but not limited to ABC and Payment Scheme/schedule), kindly refer to the attached Terms of Reference. -----

Other Information

Kindly submit your Proposal (with timeline, plan and methodology) and the following eligibility documents on or before 13 February 2024, 2p.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 if 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 (with organizational structure)

Created by Norjannah P Lucman

Date Created 08/02/2024

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