



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4902821  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Professional Facilitator Services  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2017-10-0335	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Consulting Services	<b>Bid Supplements</b>	0
<b>Category:</b> Consulting Services		
<b>Approved Budget for the Contract:</b> PHP 593,929.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 4 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	26-Oct-2017
<b>Contact Person:</b> Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph	<b>Last Updated / Time</b>	25-Oct-2017 16:17 PM
	<b>Closing Date / Time</b>	30-Oct-2017 14:00 PM

#### Description

TERMS OF REFERENCE FOR PROCUREMENT OF PROFESSIONAL FACILITATOR SERVICES FOR THE CONDUCT OF TARGET SETTING AND PLANNING WORKSHOPS FOR FY 2018/2019  
 06 – 09 November 2017  
 Planning Service  
 Department of Tourism

#### I. Rationale

The Target Setting and Planning Workshop for FY 2018/2019 is focused on guiding all Directors, Planning Officers, and Budget Officers in target setting, formulating work programs, and utilizing the budget properly. It also aims to give participants an overview of the Complete Staff Work (CSW), Terminal Report, Strategic Performance Management System, and Project Procurement Management Plan (PPMP) that are essential in monitoring projects and ensuring that the overall plan is aligned with the National Tourism Development Plan (NTDP).

In view of this, the is DOT seeking the assistance of a professional facilitator expert/s or institution for the conduct of the Target Setting and Planning Workshops for FY 2018/2019:

### I. Scope of Work

The professional facilitator or institution shall be in charge of the following tasks:

1. Provide a customized module in line with Target Setting and Planning Workshops for FY 2018/2019.
2. Assist in the preparation of work programs of each delivery unit for FY 2018/2019.
3. Assist in setting accurate targets for FY 2018/2019 in line with proposed work and financial plans for the said fiscal years.
4. Set the general direction of the program and ensure that the intellectual property rights of both parties are protected.
5. Provide a documenter during the conduct of the workshop.
6. Provide pool of facilitators, trainers, and resource persons for the conduct of the workshop and FGD.
7. Facilitation and moderation of the workshop and FGD by moderating the discussions, eliciting opinions and ideas, providing global and industry perspective, building consensus and harnessing team work.
8. Take care of the technical and administrative assistance in the conduct of the workshop and FGD, including evaluations, copy of handouts, and the awarding of certificates to the participants.
9. Provide recommendations on how participants may ensure proper budget utilization and propose a policy on the preparation of work programs and approval of project proposals.

### III. Deliverables

1. A well-defined and documented Key Performance Indicators, work programs and financial plans for each delivery unit.
2. Participants to be equipped with more extensive knowledge and skills in target setting and planning in consonance with their Programs, Activities and Projects (PAPs), financial plan and formulating work programs.

### IV. Duration

The professional facilitation services shall be undertaken for a period of (3) Three days (06-09 November 2017).

### VI. Professional Fee and Terms of Payment

The chosen professional facilitator or institution shall be paid the amount of P 593,929.00 inclusive of all applicable taxes and honorarium for speakers/facilitators to be paid in accordance with government procedure/send bill arrangement.

### VI. Professional Requirement

The professional training expert/institution must possess the following qualifications:

1. The head facilitator must be a Filipino Citizen with Doctorate Degree based in Manila with experience on handling customized trainings for government agencies, private organizations and others.
2. Substantial experience in similar or related project.
3. PHILGEPS Member.

### VII. Support From the Department of Tourism

The DOT thru the Planning Service shall designate project officer/s to provide support in arranging the schedule of each delivery unit for the conduct of the FGD. The designated DOT staff/s shall also assist in the facilitation of the workshop in relation to the venue, meals, and accommodation for the program.

### VIII. Contact Person:

- Alyssa Malabanan | Orlando Bryan Du, Planning Service
- 459-5200 loc. 620 / 615
- dot.planningservice@gmail.com

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. Professional License/Curriculum Vitae

Deadline for the submission of quotation: October 30, 2017 2:00 pm.

**Created by** Maria Alma O Almazan

**Date Created** 25-Oct-2017

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