



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7269524  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** DEVELOPMENT OF AN INSTRUCTIONAL DESIGN AND CONTENT DEVELOPMENT FOR THE ONLINE AND BLENDED LEARNING COURSES OF THE OIMD AND DEVELOPMENT OF A LADDERIZED SKILLS FRAMEWORK FOR THE TOURISM WORKFORCE (2nd P)

#### Area of Delivery

<b>Solicitation Number:</b> 2020-10-0091 (2nd Posting)	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Services	<b>Date Published</b>	20/10/2020
<b>Approved Budget for the Contract:</b> PHP 880,000.00	<b>Last Updated / Time</b>	20/10/2020 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	23/10/2020 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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

REQUEST FOR QUOTATION

TERMS OF REFERENCE

DEVELOPMENT OF AN INSTRUCTIONAL DESIGN AND CONTENT DEVELOPMENT FOR THE ONLINE AND BLENDED LEARNING COURSES OF THE OIMD AND DEVELOPMENT OF A LADDERIZED SKILLS FRAMEWORK FOR THE TOURISM WORKFORCE

Background and Project Description

The COVID-19 pandemic has prompted many organizations to resort to online learning to sustain their continuing training and development programs. The Department of Tourism – Office of Industry and Manpower Development (DOT-OIMD) is no exception. It has taken bold initiatives to jumpstart relevant online trainings primarily to help the stakeholders of the tourism industry hardest hit by the crisis and boost the morale of the tourism workforce towards recovery. The favorable response as shown by the number of attendees and their positive feedback to the various webinars hosted by DOT-OIMD clearly demonstrate the need for continuous learning and professional development even way beyond the current crisis. Amidst this scenario, there is a need to pursue online learning, not just as a stop gap response to an unprecedented challenge, but as way to further build the character, confidence and competency of a tourism workforce whose work performance will add value to the country’s tourism recovery and global competitiveness.

## Objectives

1. To determine and pinpoint the learning modules that are important and critical in the pursuit of the country's tourism development plan and should be prioritized for learning digitization.
2. To design, develop and upgrade content for modules that were identified for self-paced or blended online learning.
3. To develop and implement an interactive, engaging, relevant and assessable online learning courses that will enhance learning experience and sustain the DOT-OIMD's professional and continuing development programs.
4. To aid in establishing a solid learning management platform by which the online learning can be installed, administered, managed and monitored in the pursuit of a learning journey.
5. To develop tool kits that will help in delivering the online learning to a diverse group of tourism stakeholders geographically dispersed in the various regions in the country.
6. To develop a ladderized skills framework for tourism workforce which will include career pathways and portfolio of programs for skills upgrading and mastery.

## Minimum Requirements

Must be Philippine Government Electronic Procurement System (PhilGEPS) registered;  
Must be a DOT-accredited Tourism Training Center; and  
Must be willing to provide services on a send-bill arrangement.

## IV. Scope, Coverage and Deliverables

1. Review and assessment of OIMD's 2019 Learning Needs Assessment Results for the identification of Training Modules that should be prioritized for digitization, either thru self-paced or blended learning format.
2. Coordinate and work with subject matter experts (SME) in updating the learning content, defining the instructional strategy, and creating the assessment process to boost the learning experience of target participants.
3. Create and develop the storyboard for the modules in coordination with the SME's to ensure alignment with the expected learning outcomes.
4. Develop a learning approach that makes optimum use of e-learning components that cater to the cognitive, conative and affective needs of the tourism workforce.
5. Create and develop a functional prototype of a blended-learning module for review and validation.
6. Create and develop a ladderized skills framework for the tourism workforce including career pathways and portfolio of programs for skills upgrading and mastery.
7. Integrate the modules into the Learning Management System platform or its equivalent.
8. Facilitate, evaluate and review the pilot run of the online learning and recommend further enhancements.

## PROJECT MANAGEMENT AND COORDINATION

1. Participate in an initial DOT-OIMD meeting to discuss the project, identify and define critical objectives, agree on learning outcomes, and to develop a project plan to guide the project through completion.
2. Provide continuous updates to the OIMD project team on progress of assignment.
3. Collaborate with OIMD and SME's to manage content reviews and refinements.
4. Collaborate with LMS provider (if applicable) for the integration of the online learning courses.
5. Collaborate with LMS provider (if applicable) and the OIMD for the pilot runs of the online learning courses.
6. Review and evaluate the results of the pilot run per developed module. Recommend refinements as may be needed.
7. Collaborate with OIMD in building the ladderized skills framework for the tourism workforce.

## PARAMETERS FOR THE DIGITIZATION OF TRAINING MODULES:

### A. COVERAGE

The project shall be limited to not more than 4 modules that shall have been identified as priorities for online learning digitization. Of the 4 modules identified, 1 module shall be converted to self-paced online learning while the 3 other modules shall be converted to blended learning.

### B. RUNNING TIME

#### b.1 Self-Paced

- Each self-paced Training Course is to run for not more than 2 hours
- Each course should have no more than 6 modules
- Each module is to run for not more than 20 minutes

#### b.2 Blended Learning

- Each Blended Learning Course is to run for not more than 2 hours (consisting of about 1 hour digital component and 1 hour trainor assistance)
- Each course should have no more than 3 modules
- Each module is to run for not more than 40 minutes

## DELIVERABLES AND TIMELINES

TIMELINES  
ACTIVITIES

Week 1

Kick-off Coordination Meeting  
Review Modules and Identify Priorities  
Task and Topic Analysis  
Define the Instructional, Delivery and Assessment Strategy

Week 2-3

Develop the Content and Storyboard

Week 4-6

Develop the Courseware

Week 7

Prototyping and Soft Run

Week 7

Review and Fine tune of Prototype

Week 8

Integration and Installation in LMS

Week 9

Pilot Run

Week 10

Manage Learner's Activities and Study Aids

Week 10

Evaluate Results and Manage Data

Project Duration

Will commence on 4th week of October until December 31, 2020

VI. Approved Budget Cost

The Consultant shall be paid the amount of Eight Hundred Eighty Thousand Pesos (Php 880,000.00) inclusive of all applicable government taxes in accordance with government procedure and based on the following tranches:

- 10% of the total contract cost after the completion of Content Review and Analysis/SME Consultation and Learning Strategy Design;
- 20% of the total contract cost after the completion of Content/Courseware Development for one (1) Online Learning Module;
- 50% of the total contract cost after Content/Courseware Development for four (4) Blended Learning Course; and
- 20% of the total contract cost after the completion of LMS deployment, pilot runs, evaluation/recommendation and the submission of the skills framework for the tourism workforce.

Eligibility Requirements

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.

PhilGEPS Registration Number

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

Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Deadline for the submission of proposal is on or before 23 October 2020 at 10:00 am  
Kindly submit your quotation thru email [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph), [femaximo@tourism.gov.ph](mailto:femaximo@tourism.gov.ph), [msdante@tourism.gov.ph](mailto:msdante@tourism.gov.ph) and [taromanes@tourism.gov.ph](mailto:taromanes@tourism.gov.ph)

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**Date Created** 19/10/2020

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