



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 7908635  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** GENDER AND DEVELOPMENT (GAD) WEBINARS IN THE NEW NORMAL  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-08-001	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	1
<b>Category:</b>	Education and Training Services	<b>Date Published</b>	10/08/2021
<b>Approved Budget for the Contract:</b>	PHP 480,000.00	<b>Last Updated / Time</b>	10/08/2021 00:00 AM
<b>Delivery Period:</b>	2 Month/s	<b>Closing Date / Time</b>	13/08/2021 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com		

#### Description

Terms of Reference

I. Dates of Implementation : August and September 2021

II. DOCUMENTARY REQUIREMENTS FOR ONLINE PROVIDERS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (For ABC's above PhP 500,000.00)
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- Submission of Titles, Topics, Objectives of the Webinars; and Profiles and Accomplishments of the Resource Persons on or before closing of PHILGEPS posting for interested bidders

III. TECHNICAL DESCRIPTION / SPECIFICATIONS

Duly Licensed Online Training Provider should be able to provide the following:

- Four (4) modules in eight (8) runs of online forum/webinar production with maximum of 3 hours per module;

- Program Development – curriculum relevant to GAD industry needs and standards;
- Must have had Trainer experience with LGUs or NGAs;
- Must have conducted seminars around the country;
- Must have worked with DOT or affiliate agencies;
- Engagement of Industry and GAD Experts as Resource Speakers;
- Platform set-up to ensure that training will run smoothly/Must have Zoom and Streamyard capability;
- Must produce Infographics each for the 7 modules
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the End-user ;
- Provide Host and Moderator during the Webinar;
- Issuance of E-certificates/Certificates of Participation;
- Provide training/session materials without further charges or fees;
- Provide Photo Documentation and Post-activity Report;
- Must be residing in Metro Manila; and
- Must be able to provide the requirements on send bill arrangement

#### IV. PROPOSED WEBINAR MODULES

##### 1. MENTAL WELLNESS AND CONDITIONING AMID A PANDEMIC (2 runs)

###### OBJECTIVE

- To provide participants with the best practices on how to cope up from stress and challenges brought about by the Pandemic.

###### TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises and Local Government Units

##### 2. HEALTHY LIFESTYLE IN THE NEW NORMAL (2 runs)

- To provide participants with healthy food choices to strengthen immune system to fight the COVID-19 virus.

###### TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises and Local Government Units

##### 3. WOMEN EMPOWERMENT (2 runs)

###### OBJECTIVE

- To provide a webinar to encourage women to take up space in the tourism industry and become achievers/leaders.

###### TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises and Tour Guides; and Local Tourism Officers

##### 4. REINVENTING YOURSELF IN TOURISM IN THE NEW NORMAL (2 runs)

###### OBJECTIVE

- To provide a webinar on enhancing personality development focusing on power dressing in the tourism industry in the New Normal.

###### TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises (TEs) and Tour Guides; and Local Government Units

#### V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is Four Hundred Eighty Thousand Pesos (Php 480,000.00), inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

#### VI. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

- Full payment shall be made within thirty (30) working days upon completion of webinars conducted.

## VII. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the submission of titles, topics, objectives of the Webinars; and Profiles and Accomplishments of the Resource Persons.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and above-mentioned over-all compliance as approved by the DOT-MIMAROPA END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-MIMAROPA END USER.
- The WINNING BIDDER shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved modules listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

**Created by** Monina Valdez Raneses

**Date Created** 09/08/2021

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