



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6990207  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Service Provider/Facilitator for the Conduct of the EXECOM Visioning & Synergy Activities in Preparation for the New Normal  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2020-05-0054	<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>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Services		
<b>Approved Budget for the Contract:</b>	PHP 100,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	10/05/2020
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com	<b>Last Updated / Time</b>	09/05/2020 19:48 PM
		<b>Closing Date / Time</b>	13/05/2020 09:00 AM

**Description**

TERMS OF REFERENCE

PROCUREMENT OF A SERVICE PROVIDER/FACILITATOR FOR THE CONDUCT OF THE EXECOM VISIONING AND SYNERGY ACTIVITIES IN PREPARATION FOR THE NEW NORMAL

1. CONTRACT DURATION

Maximum of 15 days, inclusive of Pre- and Post-Work Activities

2. MINIMUM QUALIFICATION / REQUIREMENTS

The service provider must be a:

- firm or company registered with the PhilGEPS
- have expertise and experience in the field of Organizational Development and Training Executives in the public and private sector
- firm or company that can handle or is capable of handling/conducting sessions thru virtual or online platform
- firm or company that can provide at least two (2) main facilitators and at least 2 producers or technical experts for

- use of the virtual or online platform
- be able to accommodate 15-16 attendees simultaneously

### 3. DELIVERABLES AND TIMELINE

#### I. PHASES / ACTIVITIES: - Pre-work activities

##### DESCRIPTION / PARTICULARS:

Include:

- alignment meetings with the EXECOM point person.
  - program design,
  - preparation of materials/virtual environment.
  - interviews with EXECOM
  - time/session for the EXECOM officials to be briefed on the use of the platform to maximize full use of the platform during the session/s.
- (\*Program design is subject to the approval of EXECOM point person)

TIMELINE: - Maximum of 9 days from receipt of notice

#### II. PHASES / ACTIVITIES: - Visioning Proper/Session

DESCRIPTION / PARTICULARS: - Visioning and Team Building Activities done thru a virtual online platform

TIMELINE: - Half-day (23 May 2020)

#### III. PHASES / ACTIVITIES: - Post-work Activities

DESCRIPTION / PARTICULARS: - Preparation and submission of the analysis and recommendations to the EXECOM.

TIMELINE: - Maximum of 5 days from the conduct of the Visioning Proper/Session

### 4. TERMS OF PAYMENT

Full payment shall be processed by DOT upon submission and acceptance of the following:

- Post-activity Report, including analysis and recommendation
- Certificate of Final Acceptance (to be issued by DOT)
- Statement of Account or Billing from the service provider

### 5. APPROVED BUDGET FOR THE CONTRACT (ABC)

One Hundred Thousand Pesos (Php100,000.00), charged against Planning Service funds.

Contact Person / Project Officer:

Mr. Czar Claro  
Office of the Secretary  
Email add: cavclaro@tourism.gov.ph

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#### **Other Information**

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.

#### REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPs Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement TO BE SUBMITTED PRIOR TO AWARD

Kindly submit your quotation for the above requirement VIA EMAIL to: femaximo@tourism.gov.ph or nplucman@tourism.gov.ph or taromanes@tourism.gov.ph or psfrancisco.logistics@yahoo.com

**Created by** FELICISIMO EVANGELISTA MAXIMO

**Date Created** 09/05/2020

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