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Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7872291  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Online Training Provider for the Conduct of OIMD Capacity Building: Digital Skills  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2021 - 07 - 0077	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<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> Education and Training Services	<b>Date Published</b>	27/07/2021
<b>Approved Budget for the Contract:</b> PHP 300,000.00	<b>Last Updated / Time</b>	26/07/2021 16:02 PM
<b>Delivery Period:</b> 3 Day/s	<b>Closing Date / Time</b>	30/07/2021 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

##### TERMS OF REFERENCE

(Services of Online Training Provider)

I. PROJECT: OIMD Capacity Building: Digital Skills

##### BACKGROUND

The OIMD as mandated by R.A 9593 shall conduct trainings for the tourism industry stakeholders to empower them to provide quality service for customer satisfaction that will lead to increased competitiveness and inclusiveness of the Philippine tourism industry through the conduct of online learning courses/webinars/face to face trainings. This task is being handled by Tourism Champions from the Office of Industry Manpower Development.

As part of the mandate, TISP should also equip the training champions with skills necessary to address the challenges before, during, and after a training program including the development of Information, Education, and Communication materials (IEC) materials, photos, infographics, invitations, publication materials, presentations, slides, sheets, and report sheets.

- Target Participants: 35 Participants including OIMD/Training Champions
- Date/Period Covered: August 23, 25, and 27, 2021 AM and PM

##### II. PURPOSE/OBJECTIVES

- To provide participants knowledge and skills in digital applications such as Canva, PowerPoint, Adobe, Illustrator, and other apps.
- To provide a webinar that will focus on training materials such as (IEC) materials, photo editing, infographics, invitations, publication materials, presentations, slides, sheets, and report sheets.
- To provide participants with an in-depth understanding of digital applications that can be utilized in planning, development, promotion, conduct of training, monitoring and evaluation.

##### III. TECHNICAL DESCRIPTION/SPECIFICATIONS

The online training provider should be able to provide the following:

- Two (2) sets of three (3) sessions of online forum/webinar production with a maximum of 3 hours per day on the subject Digital Skills Training for OIMD/ Training Champions
- Program Development – curriculum relevant to digital applications that can be utilized in planning, development, promotion, conduct of training, monitoring and evaluation.
- Engagement of industry experts as resource speakers
- Coordination among the end-users, central and regional offices' participants before, during, and after the training to ensure the attendance and participation
- Activities such as but not limited to actual demonstrations, energizers, ice breakers, workshops, etc. to warm up and keep the focus on the duration of the training/program
- Platform set-up to ensure that training will run smoothly
- Thirty five (35) adjustable laptop stands to be delivered to all participants at least two (2) days before the date of training to be used during the program and for future training functions of the participants
- 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 documentation and post-activity report

IV. APPROVED BUDGET FOR THE CONTRACT:

THREE HUNDRED THOUSAND PESOS (PHP 300,000.00) inclusive of applicable taxes

V. PROJECT OFFICER/CONTACT PERSON

CRIS S. DOMINGO

Tourism Industry Skills Program

Office of Industry Manpower Development Email: csdomingo@tourism.gov.ph

Approved by:

ROWENA LU Y. MONTECILLO

Director

Office of Industry Manpower Development

RYAN N. SEBASTIAN

Chief Tourism Operations Officer Manpower Training Development

Office of Industry Manpower Development

Reviewed by:

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Education and Training Services	Procurement of Online Training Provider for the Conduct of OIMD Capacity Building: Digital Skills	1	Lot	300,000.00

**Other Information**

Eligibility Requirements

1. 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.

2. PhilGEPS Registration Number

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

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 30 July 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 26/07/2021

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