



## Bid Notice Abstract

### Request for Proposal (RFP)

<b>Reference Number</b>	7735157
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM
<b>Title</b>	SERVICE PROVIDER COMPANY or EVENTS MANAGEMENT COMPANY FOR THE CONDUCT OF ONLINE FOREIGN-LANGUAGE-SPEAKING TRAINING CERTIFICATE COURSES (GERMAN, FRENCH AND RUSSIAN) FOR TOUR GUIDES AND TOURISM FRONTLIN
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b> 2021 - 06 - 0047 (2nd Posting)	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	5
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Consulting Services	<b>Document Request List</b>	0
<b>Category:</b> Consulting Services	<b>Date Published</b>	02/06/2021
<b>Approved Budget for the Contract:</b> PHP 900,000.00	<b>Last Updated / Time</b>	01/06/2021 15:00 PM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	07/06/2021 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

BIDDER: SERVICE PROVIDER COMPANY or EVENTS MANAGEMENT COMPANY  
PROJECT: ONLINE FOREIGN-LANGUAGE-SPEAKING TRAINING CERTIFICATE COURSES (GERMAN, FRENCH AND RUSSIAN) FOR TOUR GUIDES AND TOURISM FRONTLINERS

##### 1. MINIMUM REQUIREMENTS

- Must have at least one (1) year of experience in providing foreign language speaking training courses, either through a physical / face-to-face setting or an online/cloud-based platform (including the organizing and executing available foreign language courses and managing participants and their activities);
- Must be registered with PHILGEPS.

##### 2. BACKGROUND

The tourism industry is one of the many industries that has been badly affected by the COVID-19 pandemic. In line with the Department's continuing thrust to assist displaced tourism work force during the tourism industry's recovery period, the Office of Product and Market Development (OPMD), in coordination with the Office of Industry Manpower Development (OIMD) will conduct a series of online foreign language training courses designed to equip and upgrade the communication skills of DOT-accredited tour guides and tourism frontliners in preparation for the eventual opening of borders and the resumption of inbound international travel of the Philippines' opportunity markets - Germany, France and Russia.

##### 3. OBJECTIVES:

The following are the objectives of the project:

1. Conduct a capability-building program that will enable DOT-accredited tour guides and tourism frontliners to learn, refresh, and sharpen their communication/speaking skills in German, French, and Russian languages;

2. Generate a pool of foreign-language-speaking-proficient tour guides and tourism frontliners who can later be tapped to handle incoming tour groups from OPMD's opportunity markets;
3. Pilot a European language capability-building program to assess the needs and gaps in the foreign language training programs of the Philippine tourism industry workforce, and provide the appropriate interventions later on.

#### 4. SCOPE OF WORK AND DELIVERABLES

- 4.1. Pre-event  Consult with, recommend, and advise DOT with the organizational framework, methodologies of execution, technical specifications, and support to be used in the online language training platform, and feedback mechanism of the language training program to be undertaken;  Must submit a list of recommended language trainers (per language), their resumé and appropriate credentials;  Language training syllabus: focus on basic (German, French, Russian) conversational language and tourism-oriented-and-related terminologies (to be submitted to, and approved by DOT).

- 4.2. Online language training program:

- Hosting of the online language training session to accommodate 10-20 people the room per training session;
- Language training session execution: Two (2) hours per session, for a total of ten sessions, per language program;
- Learning materials: digital and downloadable language training materials
- Feedback mechanism: a) Online exam and b) student-evaluation form (both at the final training session of each language training course).

- 4.3. Post-event:

- Provision and distribution of DOT-approved Certificates of Completion to participants (physical copies if possible)
- Final Training Report following a prescribed format from DOT

#### 5. SCHEDULE OF ACTIVITIES

The proposed schedules of the online language training course(s) are as follows:

First Run:

Language

Target dates of implementation

Number of participants

Duration of each session and number of sessions

German

June 7 to 18, 2021

11 pax

2 hours/session / 10 sessions total

French

June 23 to July 6, 2021

11 pax

2 hours/session / 10 sessions total

Russian

July 12 to 26, 2021

11 pax

2 hours/session / 10 sessions total

Second Run:

Language

Target dates of implementation

Number of participants

Duration of each session and number of sessions

German

August 2 to 13, 2021

11 pax

2 hours/session / 10 sessions total

French

August 23 to Sept 6, 2021

11 pax

2 hours/session / 10 sessions total

Russian

September 13 to 24, 2021

11 pax

2 hours/session / 10 sessions total

Notes:

- Classes should be conducted during weekdays only
- Class time / schedule can be discussed by DOT and the service provider, but should fall between 9am to 7pm
- Training schedules subject to change based on DOT recommendation(s)

#### 6. QUALIFICATIONS OF SERVICE PROVIDER COMPANY / EVENT MANAGEMENT COMPANY

Event Management Company should possess the following qualifications:

##### 6.1. Company experience and network

- Should have experience in organizing and executing their own language training courses / classes, either in the physical / face-to-face setting or through online learning platforms
- Should be able to assist students / participants (tour guides) on how to use the recommended online learning platform

##### 6.2. Online learning platforms:

- Must have separate, licensed online / cloud-based platform for the language training course that can accommodate the designated number of participants and DOT observers
- Should be able to provide access link(s) to enable DOT and its appointed program evaluators / quality assessors to observe the class proceedings

##### 6.3. Team Composition

Must provide a team for the online language training sessions:

- One (1) Team Leader to plan, organize, direct and manage the online classes

- One (1) language teacher or lecturer / facilitator (preferably, with experience in handling an online learning program)
- One (1) technical staff to provide and handle technical support to the lecturer and students / participants;
- One (1) administrative staff to handle the administrative and logistical requirements of the lecturer and participants (e.g., class schedules, resource materials, Certificates of Completion, etc.)

**7. BUDGET**

Lot

PROGRAM

BUDGET

1

Güde: German Online Language Training Program

Php 300,000.00

2

Echanté: French Online Language Training Program

Php 300,000.00

3

Spasiba: Russian Online Language Training Program

Php 300,000.00

TOTAL AMOUNT

Php 900,000.00

Total budget per training program is all-inclusive of professional and technical fees and applicable government taxes.

**8. TERMS OF PAYMENT**

8.1. Send bill arrangement and a 60-day payment period upon submission of complete billing and supporting documents: Bill must be addressed to the Department of Tourism

8.2. Payment scheme: Milestones achieved in the project implementation, divided into the following:

- 50% of total contract price: upon completion of the first run of the three online language training course (German, French, Russian) and presentation of the general report containing the following:

- (1) List of participants, (online) class attendance;
- (2) Screenshot of each class conducted (dated and time stamped)
- (3) Online language training course program (i.e., course syllabus, methodology and metrics used)
- (4) Course evaluation and feedback form from students, and
- (5) Links to the recording of the online training course (per session)

- 50% of the remaining contract price: upon completion of the second run of the three remaining online language training course (German, French, Russian) and presentation of the general report containing the following:

- (1) List of participants, (online) class attendance
- (2) Screenshot of each class conducted (dated and time stamped)
- (3) Online language training course program (i.e., course syllabus, methodology and metrics used)
- (4) Course evaluation and feedback form from students
- (5) Links to the recording of the online training course (per session), and
- (6) Key findings and recommendations (of participants regarding training course methodology)

**9. CONTACT PERSON(S)**

- Mr. Stalingrad Samson

Senior Tourism Operations Officer, OPMD – Market Development Division – Europe

- Ms. Diegeli Liwanag

Supervising Tourism Operations Officer, OPMD – Market Development Division – Europe

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APPROVED BY:

RENEE MARIE N. REYES

Director, Office of Product and Market Development

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	German Online Language Training Program	1	Lot	300,000.00
2	Service Provider	French Online Language Training Program	1	Lot	300,000.00
3	Service Provider	Russian Online Language Training Program	1	Lot	300,000.00

**Other Information**

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

2. 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.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

3. PhilGEPS Registration Number

4. Latest Income/Business Tax Return (For ABC above PHP500, 000.00)

5. Professional License/Curriculum Vitae

6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.

7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)

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

Partial bids are allowed. All goods are grouped in lots listed above. Bidders shall have the option of submitting a quotation on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding evaluation, and contract award.

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph) on or before 07 June 2021 at 10:00 am. Late and unsigned proposals shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 01/06/2021

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