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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8057003
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the Conduct of Online Training Skills 101 (2nd posting)
Area of Delivery

Solicitation Number:	RFQ No. 2021 - 10 - 0121	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Education and Training Services	Date Published	06/10/2021
Approved Budget for the Contract:	PHP 330,000.00	Last Updated / Time	05/10/2021 17:29 PM
Delivery Period:		Closing Date / Time	11/10/2021 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

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 T E R M S O F R E F E R E N C E

I. PROJECT: ONLINE TRAINING SKILLS 101 BACKGROUND and PROJECT DESCRIPTION

The current pandemic has given rise to a dramatic shift to online learning using digital platforms and applications. This change in learning behaviors is expected to persist beyond the COVID-19 crisis and will become part of the new normal. Taking a favorable view of the developments in online learning, the Office of Industry Manpower Development (OIMD) has shifted gears to adapt to the new ways of learning in order to sustain its continuing training and capability building programs designed for tourism stakeholders. As OIMD transitions to online learning, it is necessary that its training champions and subject matter experts tasked with training program implementation are first taught the fundamentals of online hosting, moderating and training and the use of learning and conference tools available to engage their learners.

This training is intended to provide the DOT-OIMD Pool of Resource Speakers with the basic knowledge, skills and application of the various digital conference, virtual classroom and learning management systems and tools traditionally used for online learning. Participants to this session will also be trained on the soft skills and techniques of hosting and moderating and facilitating an online learning, voice projection and inflection, training administration and post evaluation.

The training will cover familiarization with the accessibility and set-up, features and their use and operations, and troubleshooting the identified conference and virtual classroom tools through online tutorials. The second part of the

training will cover invitations and registrations, moderating and facilitating the training, poise and confidence, voice projection and classroom management of a virtual audience.

Target Participants: 120 pax comprising of DOT-OIMD Pool of Resource Speakers

Date/Period Covered: October 26, 2021 to November 5, 2021

Program Details:

Platform: Zoom (to be hosted by the training provider)

No. of Participants: 30 pax (maximum per batch/class) X 4 batches = 120 pax

Duration: Total of seven (7) hours per batch/class, broken down as follows:

Session 1 – at least four (4) hours

Session 2 – at least three (3) hours per Session or Total of 7 hours per course

II. PURPOSE/OBJECTIVES

1. To sustain the continuing development programs initiated by the DOT-OIMD notwithstanding the current pandemic adversely affecting the tourism industry.
2. To provide the DOT-OIMD pool of resource speakers with the essential knowledge and skills in the use of basic virtual training tools and applications.
3. To boost participants' competencies in set-up, management and administration of the virtual training room.
4. To enhance the participants' confidence in hosting, moderating and facilitating online learning sessions, webinars with and other online activities with ease and confidence.

III. MINIMUM REQUIREMENT

Must be a Philippine Government Electronic Procurement System (PhilGEPS) registered;

Must be a DOT-accredited training provider; and

Must be willing to provide services on a send-bill arrangement.

IV. SCOPE OF WORK / DELIVERABLES

The training provider shall provide online training to DOT-FBS trainers, OIMD and regional training champions which will cover the following topics:

Session 1: Using Training and Conference Applications (4 hours)

Zoom

Google Meet

Google Classroom

MS Teams

Session 2: Online Hosting and Facilitation Skills (3 Hours)

Expected Learning Outcomes:

At the end of training, the participants are expected to be able to:

1. Discuss and explain the basic steps and processes in setting up and using the various online training and conference apps.
2. Identify the key and relevant features of the most frequently used conference apps and explain their functions.
3. Practice and apply the use of the most common online training app in the effective and efficient conduct of an online learning session.
4. Perform troubleshooting activities in case of disruptions, noise distortions, power outage and other similar events.
5. Discuss and explain the steps and techniques when inviting participants and handling a smooth registration for the training.
6. Demonstrate the proper way of hosting, moderating and facilitating an online learning session.
7. Over-all, conduct the online learning session with great ease, poise and confidence.

V. OTHER DELIVERABLES

Bidder/training provider must submit detailed Training Outline of the course/ session.

Administer registration and feedback/post-evaluation in consultation with the end-user.

Curriculum Vitae of the resource speaker/s who will conduct the training.

Issuance of e-certificates/certificates of training to the participants.

Provide training/session materials without further charges or fees.

Provision of prizes/giveaways to 120 training participants (door to door delivery).

VI. APPROVED BUDGET FOR THE CONTRACT

THREE HUNDRED THIRTY THOUSAND PESOS (Php 330,000.00) inclusive of applicable taxes

VII. PROJECT OFFICER/CONTACT PERSON

GLORIA V. PUNZALAN

Office of Industry Manpower Development

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Prepared by:

GLORIA V. PUNZALAN

Tourism Operations Officer II

Approved by:

ROWENA LU Y. MONTECILLO

Director

Office of Industry Manpower Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Education and Training Services	Procurement of Service Provider for the Conduct of Online Training Skills 101	1	Lot	330,000.00

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 11 October 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 05/10/2021

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