



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 7725918  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of a Training Provider for the Conduct of Teaching English to Speakers of Other Language (TESOL) Certification Course  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2021 - 05 - 0044	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	4
<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> Education and Training Services	<b>Date Published</b>	28/05/2021
<b>Approved Budget for the Contract:</b> PHP 800,000.00	<b>Last Updated / Time</b>	27/05/2021 17:26 PM
<b>Delivery Period:</b> 11 Day/s	<b>Closing Date / Time</b>	31/05/2021 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

Rev Cels as of May 24

TERMS OF REFERENCE

I. BIDDER: Training Provider

II. PROJECT TITLE: Online Teaching English to Speakers of Other Language (TESOL)

Certification Course

June 2021

III. BACKGROUND

The Office of Product and Market Development-Education Tourism will be conducting the Teaching English to Speakers of Other Language (TESOL) Certification Course via online platform to be participated by English as Second Language (ESL) teachers from the different provinces in the Philippines, i.e., Cebu, Iloilo, Bacolod, Davao, Clark, Subic, Baguio, and NCR.

IV. OBJECTIVE The course aims to provide teaching skills enhancement program for ESL teachers that will equip them with the current, relevant, and appropriate ESL teaching methodologies which will in turn make the Philippines more competitive in the global ESL arena as holders of TESOL certificate are given preference by ESL institutions all over the world.

V. MINIMUM REQUIREMENTS FOR SUPPLIER

- Must have at least three years of experience in implementing TESOL Certification Courses;
- Must have license to issue Professional TESOL Certificates;
- Must have implemented at least three TESOL Certification Courses;
- Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS); and
- Must be amenable to send-bill arrangement/government procedure.

VI. PERSONNEL

REQUIRED PERSONNEL  
 NUMBER OF PERSONNEL  
 Certified TESOL Trainer

10

#### VII. SCOPE OF WORK AND DELIVERABLES

The training provider will be responsible for the following:

- Provision of Online TESOL Certification Course for at least 200 participants with the following phases, stages, topics, and expected outputs.

Time

Lessons/Learning Outcomes

Output

Days 1-2

9.00-12.00

Setting Expectations

1 About TESOL

1 All About TESOL

2 How Do We Learn?

3 All About Behaviorism

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Time

Lessons/Learning Outcomes

Output

1.00-4.00

2 Teaching and Learning Frameworks: Behaviorism, Constructionism [Cognitivism]:ALM, CLT

3 SLA Theories

4 ESL Instructions Survey

[Videos]

4 All About Constructionism

5 Picking Krashen's Ideas

6 ESL Instructions: Major Takeaways

Days 3-4

9.00-12.00

1.00-5.00

#### \*CONCEPTS ALIGNMENT

TESOL Reading and Listening

1 Decoding Processes:

Detail the Bottom-Up, Top-Down, Interactional Processes in Teaching Receptive Skills with emphasis on Vocabulary Decoding, Acuity Development, Whole-Text Decoding and Phoneme sequence and Cluster sequence Decoding Techniques like Skimming and Scanning, Context Meaning, Signpost words, Grammatical Markers and Phonological Features.

2 Materials Selection/Adoption:

Detail techniques for materials adoption with emphasis on CEFR-based vocabulary resource analysis, grammar range and complexity analysis

3 Lesson Planning:

Examine Teacher and Learner Roles, Learners Profiles

[CEFR-based], and Implementing LP using

P3, E3,M3,T3,ESA,TBLT

1 Inventory of Learners' Profile

2 Inventory of Factors affecting

L2 Learning [Reading and Listening]

3 Lesson Plans

4 Key Concepts Inventory in TESOL Reading and Listening

Day 5

9.00-12.00

1.00-5.00

Processing and Analysis of Outputs:

Worksheet/Task sheet; Review of Concepts

Worksheets/Task Sheets

Journal

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Time

Lessons/Learning Outcomes

Output

Alignment of Teaching Practices:

Demo-Teaching based on TESOL Frameworks

Days 6-7

9.00-12.00

1.00-5.00

#### \*CONCEPTS ALIGNMENT

1 Accuracy and Fluency:

Detail Managing Accuracy and Fluency issues in TESOL. Will emphasize Focused and Controlled vs Unfocused and semi-controlled Practice;

Discuss Chunking and Inversion

Techniques; Templates and Creative Elements

Lexical Resource Expansion and Grammar Resource Development in Writing and Speaking.

Detail examples of Methods in lexeme development like Thematic Cluster, Morphology, and Cognates  
 Detail Corrective Feedbacking features with emphasis on When, What, How, Who in Implementing CF.

2 Materials Selection/Adoption:  
 Detail techniques for materials adoption with emphasis on CEFR-based vocabulary resource analysis, grammar range and complexity analysis

3 Lesson Planning:  
 Examine Teacher and Learner Roles, Learners Profiles [CEFR-based], and Implementing LP using  
 1 Lesson Plans in Speaking and Writing  
 2 Speaking activities and Writing activities  
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 Time  
 Lessons/Learning Outcomes  
 Output  
 P3, E3,M3,T3,ESA,TBLT  
 Days 8-9  
 9.00-12.00  
 1.00-5.00  
 \*CONCEPTS ALIGNMENT  
 1 Detail the CEFR or Common European Framework of Reference:  
 Will emphasize  
 A1, A2 [Elementary] Descriptor, Can Dos, sample cases ; B1, B2 [Intermediate] Descriptor, Can Dos, sample cases ;C1, C2 [Advanced] Descriptor, Can Dos, sample cases  
 2 TEYL – Teaching English to Young Learners: Online Approaches and Strategies [Total Physical Response -TPR, Whole-Brain Teaching-WBT, Reggio Emilia]  
 1 Sample CEFR Vocabulary list across levels  
 2 List of Can DOs across CEFR level  
 3 TEYL Lesson Plan  
 4 TEYL Activities for Online Classes  
 Day 10  
 9.00-12.00  
 1.00-5.00  
 Processing and Analysis of Outputs:  
 Worksheet/Task sheet; Review of Concepts  
 Alignment of Teaching Practices:  
 Demo-Teaching based on TESOL Frameworks  
 1 Video Recording  
 2 Final Tasks  
 Day 11  
 9:00 – 12:00  
 1:00 – 5:00  
 Final ASSESSMENT  
 Submission of Post-training report (to be submitted in printed and/or digital format)  
 • Provision of an appropriate online platform for the training sessions.  
 • Provision of essential materials.  
 • Assistance in the review and transfer of face-to-face lesson plans to online lesson plans.  
 • Online meetings or consultations with the PDOT and trainer throughout the project implementation.  
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 • Facilitation of the pre-training screening and selection of participants, actual training sessions, mentoring sessions, post-training assessment, issuance of certificate of completion, and report submission.

VIII. SHORTLISTING CRITERIA  
 A.  
 APPLICABLE EXPERIENCE OF THE CONSULTANT  
 1.  
 Relevance of company portfolio to the project  
 Bidder has implemented more than 3 TESOL Certification Courses.  
 20  
 Bidder has implemented 3 TESOL Certification Courses.  
 20  
 Bidder has implemented 1 to 2 TESOL Certification Courses.  
 10  
 Bidder has no experience implementing TESOL Certification Courses.  
 0  
 2.  
 Experience and Credentials  
 a.  
 Years of experience  
 Bidder has more than 3 years of experience implementing TESOL Certification Courses.  
 25  
 Bidder has 3 years of experience implementing TESOL Certification Course  
 15  
 Bidder has 1 to 2 years of experience implementing TESOL Certification Course  
 10  
 Bidder has no experience implementing TESOL Certification Course  
 0

b.  
License to Issue Professional TESOL Certificate  
Bidder has license to issue professional TESOL Certificates.  
10  
Bidder has no license to issue professional TESOL Certificates.  
0

c.  
Past clients  
Bidder has implemented at least 1 TESOL Certification Course project for at least 1 of the following relevant clients:  
DepEd, CHED, TESDA, Private Higher Learning Institutions, ESL schools  
20  
Bidder has no experience implementing TESOL Certification Course projects for relevant clients.  
0

B.  
QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB

a.  
Work Experience  
All assigned personnel have experience facilitating at least 3 TESOL Certification Courses.  
10  
50% of assigned personnel have experience facilitating at least 3 TESOL Certification Courses.  
8  
Assigned personnel have no experience facilitating TESOL Certification Courses.  
0

b.  
Certifications  
All assigned personnel have Advance Standing TESOL certification or Master TESOL certification.  
5  
50% of assigned personnel have Advance Standing TESOL certification or Master TESOL certification.  
3  
Assigned personnel have no Advance Standing TESOL certifications or Master TESOL certifications.  
0  
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c.  
Membership in Professional Associations  
All assigned personnel have affiliations/memberships in Teachers of English Associations (local or overseas).  
5  
50% of assigned personnel have affiliations/memberships in Teachers of English Associations (local or overseas).  
3  
Assigned personnel have no affiliations/memberships in Teachers of English Associations (local or overseas).  
0

C.  
CURRENT WORKLOAD RELATIVE TO CAPACITY

1.  
Number of on-going similar and related projects relative to capacity  
No on-going similar and related projects with contract cost equal or greater than the ABC (Php 800,000.00)  
5  
1 to 2 on-going similar and related projects with contract cost equal or greater than the ABC (Php 800,000.00)  
3  
3 or more on-going similar and related projects with contract cost equal or greater than the ABC (Php 800,000.00)  
0  
Total  
100  
Passing Rate  
70

IX. BUDGET  
Total approved budget for the conduct of the Online TESOL Certification Course is PHP 800,000.00 inclusive of all applicable taxes and should cover all requirements enumerated above.  
The winning bidder shall be determined based on the proposal's responsiveness to the TOR and with most advantageous financial package, provided that the amount of bid does not exceed the above total budget.  
Project expenses to be charged to the 2021 OPMD-GAA.

X. CONTACT PERSONS  
Contact Persons : MARISSA A. MASANGKAY /  
JAENA SALABIT  
Address : Office of Product and Market Development  
5F The New DOT Building  
351 Senator Gil Puyat Avenue  
Brgy. Bel Air, 1200 Makati City  
Contact Number s : +639064904389  
+639496283929  
Email Addresses : marissa\_masangkay@yahoo.com /  
jaena\_salabit@yahoo.com

APPROVED BY:  
RENEE MARIE N. REYES  
Director  
Office of Product and Market Development

<b>Line Items</b>					
<b>Item No.</b>	<b>Product/Service Name</b>	<b>Description</b>	<b>Quantity UOM</b>		<b>Budget (PHP)</b>
1	Education and Training Services	Procurement of Services of a Training Provider for the Conduct of Teaching English to Speakers of Other Language (TESOL) Certification Course	1	Lot	800,000.00

**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

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 31 May 2021 at 10:00 am. Late and unsigned proposals shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 27/05/2021

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