Bid Notice Abstract

Request for Proposal (RFP)

Reference Number	7839226
Procuring Entity	DEPARTMENT OF TOURISM
Title	Online Teaching English to Speakers of Other Language (TESOL) Certification Course
Area of Delivery	Metro Manila

🖨 Printable Version

Solicitation Number:	2021 - 07 - 0072	**Status**	**Pending**
Trade Agreement:	Implementing Rules and Regulations	**Associated Components**	4
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)		
Classification:	Consulting Services		
Category:	Consulting Services	**Bid Supplements**	0
Approved Budget for the Contract:	PHP 800,000.00		
Contract Duration:			
Client Agency:		**Document Request List**	0
Contact Person:	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		
		Date Published	14/07/2021
		Last Updated / Time	13/07/2021 8:44 AM
		Closing Date / Time	19/07/2021 10:00 AM

Description

TERMS OF REFERENCE
I. BIDDER : Training Service Provider
II. PROJECT TITLE : Online Teaching English to Speakers of Other Language (TESOL) Certification Course
III. PROJECT DATE : August 2021
IV. 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 an 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. As we await the relaxation of border restrictions from source markets and the Philippines, as well as the opening of face-to-face classes, OPMD would like to take this opportunity to capacitate the teachers in preparation for the opening of the tourism industry and resumption of ESL as a tourism product offering. Prior to the pandemic, the country established its reputation as the 5th largest ESL provider in the world. With more ESL teachers eqipped with a TESOL certificate, the Philippines will be among the very few non-native English speaking countries that will have internationally and globally certified teachers. The Filipino teacher's competency in teaching coupled with his/her innate patience and understanding, as well as international and globally accepted English language teaching certificate, will further establish the country's prominence in this field.
V. 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. Names of successful candidates will be included in the database of American Licensing Authority for International English Language Teaching, where future employers can validate the TESOL certificate number of every teacher. TESOL with internationally-aligned core areas: teaching speaking, reading, writing, listening, grammar, and pronunciation will be emphasized in this course.
VI. MINIMUM REQUIREMENTS FOR SUPPLIER
• Must have implemented at least three (3) TESOL Certification Course;
• Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS); and
• Must be amenable to send-bill arrangement/government procedure.
VII. SCOPE OF WORK AND DELIVERABLES
The training provider will be responsible for the following:
• Provision of internationally-aligned and accepted Online TESOL Certification Course with the following phases, stages, topics, and expected outputs.
Time

Lessons/Learning Outcomes
Outputs
Days 1-2
9.00-12.00
1.00-4.00
Setting Expectations
1 About TESOL
2 Teaching and Learning Frameworks: Behaviorism, Constructionism [Cognitivism]: ALM, CLT
3 SLA Theories
4 ESL Instructions Survey
[Videos]
1 All About TESOL
2 How Do We Learn?
3 All About Behaviorism
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 an 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 an 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
Time
Lessons/Learning Outcomes
Outputs
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 an 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 Lesson Plans in Speaking and Writing
2 Speaking activities and Writing activities
Time
Lessons/Learning Outcomes
Outputs
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.
• Conduct of actual TESOL training for pre-screened and selected participants, mentoring sessions, post-training assessment, issuance of the certificate of completion, and report submission.

VIII. BUDGET
The total approved budget for the conduct of the Online TESOL Certification Course is EIGHT HUNDRED THOUSAND PESOS (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 the 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

SHORTLISTING CRITERIA
A.
APPLICABLE EXPERIENCE OF THE CONSULTANT
1.
Relevance of company portfolio to the project
Bidder has implemented more than 3 TESOL Certification Course.
40
Bidder has implemented at least 3 TESOL Certification Course
20
2.
Experience and Credentials
a.
Years of experience
Bidder has at least 2 years of experience implementing the TESOL Certification Course
25
Bidder has 1 year of experience implementing the TESOL Certification Course
15
b.
Past clients
Bidder has implemented at least 1 TESOL Certification Course project to any of the following:
• Colleges and Universities
• ESL schools
10
B.
QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB
All assigned personnel have experience working on at least 2 TESOL Certification Course
20
50% of assigned personnel have experience working on at least 2 TESOL Certification Course
10
C.
CURRENT WORKLOAD RELATIVE TO CAPACITY
1.
Number of ongoing similar and related projects relative to capacity
No ongoing similar and related projects with contract cost equal to or greater than the ABC (PHP 800,000.00)
5
1 to 2 ongoing similar and related projects with contract cost equal to or greater than the ABC (PHP 800,000.00)
3
Total
100
Passing Rate
70

CONTACT PERSONS
Contact Persons : MARISSA A. MASANGKAY / AKIKO KATE L. SIBUG
Address : Office of Product and Market Development
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Contact Numbers : +639064904389 / +63753040749
Email Addresses : marissa_masangkay@yahoo.com / alsibug@tourism.gov.ph
APPROVED BY:
RENEE MARIE N. REYES
Director
Office of Product and Market Development

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 on or before 19 July 2021 at 10:00 am. Late and unsigned proposals shall not be accepted.

Created by   John Paulo Samonte Francisco

Date Created   13/07/2021

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