



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6292707
Procuring Entity DEPARTMENT OF TOURISM
Title Effective Written Communication Training Workshop

Area of Delivery

Solicitation Number: 2019-07-0141	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Consulting Services	Document Request List	0
Category: Consulting Services	Date Published	04/07/2019
Approved Budget for the Contract: PHP 110,000.00	Last Updated / Time	03/07/2019 15:53 PM
Delivery Period:	Closing Date / Time	08/07/2019 10:00 AM
Client Agency:		
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		

Description

TERMS OF REFERENCE

I. PROJECT: EFFECTIVE WRITTEN COMMUNICATION TRAINING WORKSHOP

II. SPECIFIC REQUIREMENTS:

- Must be Accredited by Civil Service Commission (CSC);
- Must be at least three (3) years in the business;
- Must be willing to provide services for thirty (30) pax;
- Must be willing to provide services on a send-bill arrangement;
- Must be able to draw up training modules for the three (3) day workshop;
- Must be able to conduct a three (3) day Effective Written Communication/Technical Writing Skills Workshop dated July 16 – 18, 2019.

III. SCOPE OF WORK/DELIVERABLES:

- Training/seminar package in a Hotel near DOT Office, Makati City on July 16 – 18, 2019
- Submission of training modules
- Minimum course content:

- Review of Grammar rules; Vocabulary Enhancement and Use of English Expressions.
- The importance of Communications;
- Principles and Techniques of Effective Written and Oral Communication;
- Essentials of Business Writing;
- Writing in Various Formats:

-letters, memoranda, orders, notices of meeting, minutes of the meeting, and various reports, emails, etc.

- Protocol in Addressing People of Title.

IV. METHODOLOGY:

- The program shall be carried out through the following methodologies/strategies:

- A diagnostic test must be administered by the trainer to assess the level of communication skills of the participants. This includes multiple choice test requiring the application of basic English grammar rules; writing test and individual interviews with the trainer.
- Lecture, discussion, written exercises, group dynamics exercises, role playing, simulations of business dealings, peer evaluations.

V. APPROVED BUDGET FOR THE CONTRACT:

- One Hundred Ten Thousand Pesos (PhP110, 000.00) inclusive of applicable tax.

VI. CONTACT PERSON:

- MR. JOSEPH R. PASTRANA – Training and Development Division

VII. CONTACT NUMBER:

- 459 – 5200 to 5230 Local 318

ELIGIBILITY REQUIREMENTS:

1. Class "A" Documents:

- a. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent document for Exclusive Economic Zones or Areas; and

(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184

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

** For methods of procurement requiring Mayor's Permit and PHILGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

- b. Philgeps Registration Number
- c. Latest Income/Business Tax Return (For ABCs above Php500K)
- d. Professional License/Curriculum Vitae/Company Profile
- e. List of completed and ongoing projects
- f. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)
- g. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before June 08, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 03/07/2019

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