



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 8274281
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Consulting Services for the Professional Tour Guides Examination Writeshop on the Development of Exam Questionnaire

Area of Delivery

Solicitation Number:	RFP No. 2021 - 12 - 0199	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	4
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	07/12/2021
Approved Budget for the Contract:	PHP 844,560.00	Last Updated / Time	06/12/2021 16:38 PM
Delivery Period:		Closing Date / Time	10/12/2021 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

TERMS OF REFERENCE

(Online Program Manager/Coordinator)

PROJECT: PROFESSIONAL TOUR GUIDES QUALIFICATION EXAMINATION (PGQUALEX) WRITESHOP ON THE DEVELOPMENT OF EXAM QUESTIONNAIRES

I. BACKGROUND:

A. Target Participants: Industry Experts from the Academe and Tourism Sector who have expertise to develop questions and answers (master key) related to the following topics:

1. National Questions (21 experts)

Topics:

- i. General Knowledge
- ii. Technical Skills
- iii. Crisis Management
- iv. Protocols, Social Graces and Etiquette
- v. Philippine History, Culture, Economy and Political System
- vi. Geography and Tourism Destinations
- vii. Ecotourism and Environment

2. Regional / Local Questions (3experts)

Topics:

- i. General Questions on Local Tourism
- ii. Local History and Culture

iii. Geography and Tourism Destinations

3. Facilitators (3 experts)

B. Event Type: Online

C. Tentative Date:

1. Preparatory meetings – 3rd to last week of December 2021

2. Writeshop Proper:

2.1 Synchronous – January 27 & February 3-4, 2022

2.2. Asynchronous – January 31 & February 1 & 2, 2022

D. Time: 12:00 NN – 6:00 PM (including pre and post meeting/ debriefing)

II. OBJECTIVES:

To convene the pool of experts to develop the exam questions and answers, who comply with the criteria set forth by the PTGQualEx TWG and the in accordance with the DOT – MC 2020-003

To develop three (3) sets of questions that cover the abovementioned topics to be used for the implementation of the PTGQualEx Written Examination

To conduct a well-organized and systematic writeshop by hiring program coordinators and effective facilitators that will take charge of the overall writeshop management, including the proper handling of exam questions and maintaining confidentiality to prevent the risk of leakage

To generate pool of questions for the implementation of written examination

III. MINIMUM REQUIREMENTS FOR BIDDERS

Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);

Must have experience in handling online events (meetings, conferences, summit, etc).

Must have handled events preferably by DOT or other government agencies

Start-up companies/ organizations are welcome but have been in the business for at least two (2) years

Must be willing to provide services on a send bill arrangement

IV. SCOPE OF WORK

A. Online Meeting Platform

Online Meeting Platform that can handle at least 100 online participants preferably Zoom

Provide Unique meeting links to the participants, facilitators and DOT-OIMD and OTSR Team

B. Sourcing of Facilitators and Experts from the Academe and the Tourism Industry Stakeholders subject to approval of the DOT – OIMD

Facilitators (3 pax) (1 main facilitator, 2 assigned for the RBEX & NEX)

Regional Board of Examiners from NCR (3 pax)

i. General Questions on Local Tourism

ii. Local History and Culture

iii. Geography and Tourism Destinations

National Examiners (3 pax per topic, total of 21 pax):

i. General Knowledge

ii. Technical Skills

iii. Crisis Management

iv. Protocols, Social Graces and Etiquette

v. Philippine History, Culture, Economy and Political System

vi. Geography and Tourism Destinations

vii. Ecotourism and Environment

C. Event Concept, Guide and Details

Meet with the DOT Secretariat Team for the preparation, requirements and discussion of program flow, activities and other requirements

Provide virtual background and other relevant graphics for the online event

Provide Emcee/ Voice-Over talent as necessary

Oversee overall flow of the event from pre-event to onsite support

Provide Photo and Video Documentation of the writeshop

D. Event Management Staff

Project Director / Manager

Technical Staff (Online platform operator)

Emcee/Voice Over

Documenter

E. Post Event Documentation

Consolidation of Exam Questionnaires and key answers for approval of OIMD. Minimum number of exam questions and key answers is 450 item, or 150 items per set (no duplication) to be submitted 1 week after the event

Photo and Video Copy to be submitted to DOT not more than 1 week after the event

Post-Event/ Terminal Report to be submitted to DOT not more than 1 week after the event

Note: Tentative date of implementation is subject to the availability of the industry experts and facilitators and to the completion of the service contact with the third party supplier/ provider.

V. SHORTLISTING CRITERIA

No.

CRITERIA

RATING

A.

APPLICABLE EXPERIENCE OF THE CONSULTANT

1.

Relevance of company portfolio to the project

Company or Firm is operational for at least two (2) years and has completed at least two (2) online/ virtual events preferably with government organizations/ institution

40

Company or Firm is operational for at least one (1) year and has completed at least one (1) online/ virtual event preferably with government organizations/ institution

30
 Company or Firm is less than one (1) year operational and has not completed any online/ virtual event preferably with government organizations/ institution
 10
 B.
QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGEND TO THE JOB
 1.
Educational Background
 All assigned personnel have Bachelor’s degree on Information Technology and other related courses relevant to the project scope
 40
 All assigned personnel have Bachelor’s degree
 30
 All assigned personnel have Technical-Vocational Diploma relevant to the project scope
 10
 C.
CURRENT WORKLOAD RELATIVE TO CAPACITY
 1.
 No on-going similar and related projects
 20
 With 1 or more on-going similar and related projects
 10
 Total
 100
 Passing Rate
 70
VI. BUDGET ESTIMATE
 Eight Hundred Forty-Four Thousand Five Hundred Sixty Pesos only
 (P 844,560.00)
 *The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.
 Terms of payment : Government Procedure (Send-Bill Arrangement)
 Contact Persons : Janice Esmane-Maldonado
 09088135424
 jemaldonado.mtd21@gmail.com
 Kytlin Kyla Principio
 09177283453
 kkprincipio@gmail.com
 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	Consulting Services	Procurement of Consulting Services for the Professional Tour Guides Examination Writeshop on the Development of Exam Questionnaire	1	Lot	844,560.00

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: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 10 December 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 06/12/2021

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