



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7162732
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of Training Provider (Online Training Skills 101)
Area of Delivery Metro Manila

Solicitation Number:	2020-08-0074	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 - General Support Services	Document Request List	0
Category:	Services	Date Published	08/08/2020
Approved Budget for the Contract:	PHP 180,000.00	Last Updated / Time	07/08/2020 12:36 PM
Delivery Period:	2 Month/s	Closing Date / Time	11/08/2020 14:00 PM
Client Agency:			
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com		

Description

TERMS OF REFERENCE
(Services of Training Provider)

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 FBS trainers and OIMD personnel 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-FBS trainers, regional and OIMD training champions
- Date/Period Covered : August to September 2020

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-FBS trainers, OIMD and regional training champions 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 REQUIREMENTS:

- 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 (2 hours)

- Zoom
- Google Meet
- Google Classroom
- MS Teams

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

Expected Learning Outcome:

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.

Program Details:

Platform: Zoom (to be hosted by the training provider) Duration: Total of 4 hours per course

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

Target Schedule:

To be determined in consultation with the end user and winning bidder

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.

VI. APPROVED BUDGET FOR THE CONTRACT

ONE HUNDRED EIGHTY THOUSAND PESOS (Php 180,000.00) inclusive of applicable taxes

VII. PROJECT OFFICER/CONTACT PERSON

MARIAN B. OBISPO/ELENITA M. PAREJA

Manpower Planning and Monitoring Division Office of Industry Manpower Development

Email: mbobispo@tourism.gov.ph

=====
=====

*

Other Information

NOTE: The winning bid 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.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. DOT Accreditation Certificate
4. Duly Notarized Omnibus Sworn Statement (TO BE SUBMITTED PRIOR TO AWARD)

Kindly submit your quotation via email to: femaximo@tourism.gov.ph or taromanes@tourism.gov.ph or jsfrancisco@tourism.gov.ph or msdante@tourism.gov.ph

Created by FELICISIMO EVANGELISTA MAXIMO

Date Created 07/08/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.