



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8297770
Procuring Entity DEPARTMENT OF TOURISM
Title Consultation Workshops with National Education Tourism Industry Stakeholders
Area of Delivery

Solicitation Number:	RFQ No. 2021 - 12 - 0212	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	Document Request List	0
Category:	Events Management	Date Published	14/12/2021
Approved Budget for the Contract:	PHP 700,000.00	Last Updated / Time	13/12/2021 16:52 PM
Delivery Period:		Closing Date / Time	17/12/2021 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

TECHNICAL SPECIFICATIONS

- I. BIDDER : Project/Events Management Company
 II. PROJECT : Consultation Workshops with National Education Tourism Industry Stakeholders
 III. IMPLEMENTATION DATE : December 2021 to January 14, 2022
 IV. CONDUCT OF EVENT : January 13-14, 2022
 V. MINIMUM REQUIREMENTS:

- Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS);
- Must submit company profile with portfolio of related projects;
- Must have worked with TESDA and/or Bureau of Immigration;
- Must be willing to provide services on send-bill arrangement;

VI. BACKGROUND

The Office of Product and Market Development (OPMD) has been actively promoting the Philippines as a hub for English as a Second Language (ESL) - the country's key education tourism product since 2013. As such, we have attracted students from Korea, Japan, China, Vietnam, Taiwan, Russia, and the Middle East, among others. During the COVID-19 pandemic period, ESL Schools have adjusted to offering English-language programs conducted via online platforms to continuously provide the students' learning requirements, sustain the interest of the markets, and provide employment opportunities for ESL teachers.

Moving forward, OPMD will develop other education tourism programs to include aviation, maritime, certification programs, culinary, vocational courses, voluntourism, one-year MBA programs, immersions, summer camps, internships, training, and seminars. These programs will last from 24 hours to 12 months, with local and foreign

students as target market segments.

In line with this, OPMD-Education Tourism will be holding an online consultation workshop to discuss and identify other education tourism products aside from ESL and the institutions offering them in the Philippines. The main objective of the two-day public consultation is to facilitate an online forum for key stakeholders to discuss and identify educational products catering to the foreign and domestic markets and generate a processed product development action plan from the results.

The winning bidder will work alongside the end-user in finalizing the framework that will be able to analyze and effectively collate the insights and inputs of the participants and stakeholders regarding education products, using tools and skills that are relevant and effective to the conduct of public consultations.

Target number of participants is 70 to 100 pax.

VII. SCOPE OF WORK AND DELIVERABLES

The project/events management company will undertake the following tasks:

A. Pre-event

1. Work alongside DOT to formulate the desired framework and identify the key objectives, purpose, and main deliverables of the public consultation.
 2. Disseminate the pre-work materials to target participants (e.g., questions for FGD).
 3. Generate an online registration form to collate participants' data and monitor the number of interested participants.
 4. Come up with data base of institutions offering education tourism products that can be invited as speakers/attendees.
 5. Invite main pillars for the development of the framework:
 - Education/Administration Experts (service providers; i.e., liaison officer processing the SSP)
 - Educational Agents (local and international sellers)
 - Marketing (enablers)
 - Government Entities (accrediting bodies; i.e., TESDA)
 - Travel Agents, Destination Managers (sellers)
 - Regional Officers (destinations, service providers)
 6. Provide subject matter experts as resource speakers for the main session in the field of:
 - Education Tourism
 - Marketing
 - a. Key Markets
 - b. Marketing Strategies
 - c. Key Selling Points
 - d. Market Profiles
 - e. Key Trends
 - Voluntourism
 - ESL/Industry Board
 7. Provide a proposed list of invitees from relevant sectors to be approved by DOT; invite and confirm participation.
 8. Prepare the program flow of the Public Consultation and the breakout sessions, to be approved by DOT.
 - a. Enhance the script based on the approved program for the public consultation and breakout sessions.
 - b. Prepare a detailed program scenario of the event.
 - c. Set up a feedback form for attendees to accomplish as part of the post-event report.
 - d. Design e-certificates as part of the post-event materials.
 9. Provision of one (1) Host and ten (10) Facilitators who will be tasked to:
 - a. Host
 - Manage the smooth flow of the program and moderate the conduct of the online public consultation based on the approved topic and timeline.
 - Interact with the participants towards the objective of the public consultation.
 - b. Breakout sessions facilitators (1 facilitator per breakout session; maximum of 10 participants per session)
 - To facilitate and ensure a seamless discussion
 - To encourage the exchange of ideas, and insights to achieve the desired outcome.
 - To manage the flow of the discussion according to the projected timeline.
 - Document the public consultations (screenshots and recordings of the online public consultations)
 10. Provide technical staff to manage the conference (Zoom) platform for the main and breakout rooms.
- ##### B. Event proper
1. Document the public consultations (screenshots and recordings of the online public consultations);
 2. Address the technical and legal questions that may be asked during the public consultations;
 3. Manage the hosting of the public consultation through a licensed online platform for the entire duration of the program;
 4. Provide a virtual room for the breakout sessions;
 5. Facilitate/monitor the ongoing activity of the public consultation and the breakout sessions;
 6. Require attendees to accomplish the evaluation form online immediately after the session as a prerequisite of the e-certificates.
 7. Ensure that the program objectives are achieved.
- ##### C. Post-event:
1. Submit the terminal report of the public consultation and breakout sessions;
 2. Consolidate results of the feedback and survey including the evaluation, comments/recommendation of the engaged speakers, host, and other key participants;
 3. Submit a copy of the recording of the public consultation on google drive and 1TB hard drive;
 4. Submit a database of the individual participants and their respective offices and companies;
 5. Manage the necessary fees for the resource speakers/subject-matter expert and moderator for the duration of the event; and
 6. Produce and submit the presentation of the workshop summary and final output that clearly indicates that the objectives of the program were achieved.

VII. SCHEDULE OF ACTIVITIES

TENTATIVE DATE**ACTIVITY**

3rd week of December 2021

Issuance of Notice of Award

Last week of December 2021

Conduct of preliminary meeting with events supplier to discuss the Public Consultation's key objectives, purpose, and main deliverables

Gather and list institutions offering education tourism products that can be invited as speakers/attendees/exhibitors.

1st week of January 2022

Present the public consultation program to OPMD which includes:

a. Monitoring framework that will measure the achievement of program goals, objectives, and outputs;

b. A strategic plan that will reflect effective gathering of inputs from the stakeholders; and

c. Invitation of the participants, speakers, and exhibitors.

January 13-14, 2022

Conduct of the public consultation.

Until 4th week of January 2022

Submit report/s on the public consultation, summarizing the process, main outcomes, and evaluation made by the participants.

VIII. BUDGET The Total working budget is SEVEN HUNDRED THOUSAND PESOS (Php 700,000.00) inclusive of professional fees, taxes, and other applicable fees.

The winning bidder shall be determined based on the proposal's responsiveness to the TechSpecs and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget.

IX. CONTACT PERSON

Contact Person : Marissa A. Masangkay / Akiko Kate L. Sibug

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APPROVED BY:

RENEE MARIE N. REYES

Director

Office of Product and Market Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Consultation Workshops with National Education Tourism Industry Stakeholders	1	Lot	700,000.00

Other Information**Eligibility Requirements**

1. 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.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. 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 17 December 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 13/12/2021

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