



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	7758544
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM
<b>Title</b>	Procurement of Services of Online Training Provider for the Conduct of MICE Training and Certification Program
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	2021 - 06 - 0051	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	11/06/2021
<b>Approved Budget for the Contract:</b>	PHP 900,000.00	<b>Last Updated / Time</b>	10/06/2021 09:10 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	14/06/2021 15:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 (Services of Online Training Provider)

I. PROJECT: MICE Training and Certification Program

#### BACKGROUND

The National Tourism Development Plan of 2011-2016 has identified MICE (Meetings, Incentives, Conferences and Events) Tourism as one of the Philippine's Nine (9) Product Portfolio which the local tourism industry can capitalize on to increase tourism arrivals in the country. The Philippine MICE Roadmap envisions the Philippines to be a leading MICE destination in Asia Pacific and Middle East by 2030. The Philippine MICE Roadmap is also in line with ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) in the MICE labor division. MICE is identified as a high value adding industry. To ensure quality standards are in place, it is important that we encourage MICE organizers and service providers to take part and invest in tourism manpower trainings. As part of the Department's mandate "to develop the country as a prime tourists hub in Asia, as well as a center of world congresses and conventions, by promoting sustainable tourism anchored principal on the country's history, culture and natural endowments, and ensuring the protection, preservation and promotion of these resources" (RA 9593 Chapter I, Sec 2-e), the Office of Industry Manpower Development will be holding a series of MICE Trainings. These trainings will be part of our program to intensify MICE awareness and skills enhancement thereby improving competitiveness in the MICE industry.

- Target Participants: 30 - 50 participants per run comprising of MICE organizers and service providers.

- Date/Period Covered: August 4, 2021 (MICE 101)  
August 25-26, September 8-9 & 22-23, 2021 (MICE 102)

#### II. PURPOSE/OBJECTIVES

- To familiarize tourism stakeholders on the MICE industry and to develop each potential site into a MICE destination.

- To tap local tourism stakeholders to be an active MICE organizers and service providers.
- To improve competitiveness in the MICE industry by offering quality standards to several MICE destinations.
- To develop MICE destination in line with the MICE Tourism Roadmap and ASEAN MICE Standards.

### III. TECHNICAL DESCRIPTION/SPECIFICATIONS

The online training provider must be a member of The Philippine Association of Convention/Exhibition Organizers and Suppliers, Inc. (PACEOS), works with the development of the Philippine MICE Roadmap and ASEAN MICE Tourism standards, have handled similar MICE trainings for the tourism industry within the last three years and would be able to provide a highly specialized training in the field of MICE with the following requirements:

- One (1) MICE 101 session of online webinar production with a maximum of 6 hours per day on the subject Meetings, Convention, Exhibition, Events, Philippine MICE Roadmap, Global Trends and Promotion, among others but not limited to these.
- Three (3) MICE 102 sessions with CMP certification of online webinar production with a maximum of 6 hours per day for two days with workshop activity on the subject MICE Overview, Planning & Development of MICE, Product Development, Marketing and Promotion Plan. The module should also include Bids and Packages Development, among others but not limited to these.
- Engagement of industry experts as resource speakers
- Coordination among the end-users, central and regional offices' participants before, during, and after the training to ensure attendance and participation
- Activities such as but not limited to energizers, ice breakers, quizzes, etc. to warm up and keep the focus on the duration of the training/program
- Online platform set-up to ensure that training will run smoothly
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the end-user
- Provide host and moderator during the webinar
- Issuance of e-certificates/certificates of participation
- Provide training/session materials without further charges or fees
- Provide documentation and post-activity report

### IV. APPROVED BUDGET FOR THE CONTRACT:

NINE HUNDRED THOUSAND PESOS (Php 900,000.00)

inclusive of applicable taxes

### V. PROJECT OFFICER/CONTACT PERSON

JULYDA C. DULAY Tourism Operations Officer II

Office of Industry Manpower Development

Email: julyda.oimd@gmail.com /

jcdulay@tourism.gov.ph

Reviewed by:

RYAN N. SEBASTIAN Chief Tourism Operations Officer Manpower Training Development Office of Industry Manpower Development

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	Online Training Provider	Procurement of Services of Online Training Provider for the Conduct of MICE Training and Certification Program	1	Lot	900,000.00

### 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 14 June 2021 at 03:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 10/06/2021

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