



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5268235  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Training Provider (7-Day Foreign Service Training)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-04-0115	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	3
<b>Category:</b>	Education and Training Services	<b>Date Published</b>	06/04/2018
<b>Approved Budget for the Contract:</b>	PHP 588,000.00	<b>Last Updated / Time</b>	06/04/2018 00:00 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	11/04/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

I. PROJECT/ACTIVITY: PROCUREMENT OF A REPUTABLE TRAINING PROVIDER TO HANDLE THE FOREIGN SERVICE TRAINING FOR DOT EMPLOYEES HOLDING SG 18 AND ABOVE POSITIONS

##### II. SPECIFIC REQUIREMENTS:

- Training Provider must have current ISO certification and Civil Service Commission Accreditation
- Must have at least 10 years of experience as a training provider
- Must have experience in delivery of similar and related training to reputable companies, government agencies and international organizations
- Must have handled Foreign Service Training in DOT
- Can conduct training on April 23-29, 2018

##### III. SCOPE OF DELIVERABLES:

7 days of training for a group of 30-35 participants  
 Submission of training modules  
 Minimum Course Content:  
 Communicating With Impact

Global Language Excellence  
Cross Culture Communication  
Management Communication  
Leadership Training  
Diplomacy in the Workplace  
Personality Development

Pre and Post-tests/assessment  
Submission of Training Report

IV. APPROVED BUDGET FOR CONTRACT (ABC) = P588,000.00 (inclusive of VAT)

V. TERMS OF PAYMENT Government Procedure (on a send-bill arrangement)

VI. CONTACT PERSON: JERLIE S. GANIGA

Tel. No. 459-5200 to 30 loc. 114

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)  
(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.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Bid: April 11, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 04/04/2018

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.

© 2004-2018 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)