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## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 6719917  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Consultancy Services - DOT Competency Based - Learning Needs Assessment (CB-LNA)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2019-11-0354	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b>	Consulting Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Consulting Services		
<b>Approved Budget for the Contract:</b>	PHP 600,000.00	<b>Document Request List</b>	2
<b>Delivery Period:</b>	90 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	03/12/2019
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 norjannahlucman@gmail.com	<b>Last Updated / Time</b>	03/12/2019 00:00 AM
		<b>Closing Date / Time</b>	06/12/2019 10:00 AM

#### Description

TERMS OF REFERENCE  
(Consultancy Services)

I. PROJECT: DOT EMPLOYEES COMPETENCY ASSESSMENT:  
LEARNING NEEDS ANALYSIS

#### BACKGROUND/RATIONALE:

Training Needs Analysis (TNA) was conducted in the Department of Tourism in 2014, by the Asian Development Bank and the Government of Canada to ascertain the improving competitiveness of the country in tourism. Since then, no follow – up training needs analysis was conducted, taking into consideration the dynamic of the industry, the fast changing technology and the government's tourism goals.

Learning Needs Analysis/Assessment is crucial to the human resource capacity building program of the Department as it seek to address employees skill gaps vis-à-vis their position/job function. The paramount importance of LNA for the Department is to know what learning needs are required for its employees, divisions, sections and units. With limited budget and the need for cost-effective solutions, the Department needs to ensure that the resources invested in training are targeted at areas where training and development is needed, a positive return on investment is maximized and the government resources must not be put to waste.

Thus, in order to implement an efficient and effective training that is responsive to the needs of the Department's human resource, the Training and Development Division (TDD) shall conduct a Learning Needs Analysis (LNA) which is a vital process in the identification of skills gaps, training plans and programs for the department's workforce. It seeks to accurately identify the levels of the present situation in the target surveys, interview, observation, secondary data and/or workshop. The gap between the present situation and the desired status may indicate problems that in turn can be translated into a training/learning needs.

## II. OBJECTIVES

- Identify the employees' behavioral and technical competency strengths and gaps relative to their expected roles;
- Provide a baseline for a systematic organizational competency Development;
- Ensure that the training is addressing the actual organizational needs.

## III. REQUIREMENTS:

The Department of Tourism is in need of a Consultancy Firm/Company to provide professional and technical consultancy services in order to assess the training capacity needs/gaps the Department's workforce which will lead to appropriate learning interventions/activities.

Required professional skills and experience:

- Must have at least 5 years of prior work experience in the field of training and learning needs analysis in the context of organizational development;
- Must demonstrate knowledge and experience in conducting need assessments and skills in facilitating working group consultations;
- Relevant international experience is an added advantage;
- Must be a Civil Service Commission (CSC) accredited/recognized learning institution;
- Subject matter expert must be a Filipino Citizen;
- Must be willing to provide services on a send -bill arrangement and based on government procedure; and
- Must be flexible to adjust to DOT-TDD's schedule of activities.

## IV. SCOPE OF WORK/DELIVERABLES:

The Consultancy Firm shall provide the following consultancy services necessary for the development of the Department wide human resource development program:

### A. CONSULTANCY

Description of Activities:

1. Collect and evaluate the current learning needs information and identify the gaps in coordination with the DOT-TDD 5 days after the issuance of the Notice to Proceed and approval of the Contract;
2. Develop an interview questionnaire that will capture the learning needs of the DOT employees after the submission of Gap Report;
3. Prepare data capture/tabulation form, encode and process/analyze the Survey Results based on the tabulated data 1 day after the gathering of Interview Questionnaire;
4. Develop consultation/validation workshop design in gathering the learning needs of the DOT employees 2 days after the submission of survey results;
5. Prepare report of the Competency-Based Learning Needs Assessment (CB-LNA) using the DOT prescribed format 10 days after the conduct of workshops in all offices;

### B. PROVISION OF THE FOLLOWING WORKSHOP:

- Provide Consultancy Services/Subject Matter Expert (SME) who will conduct, implement, and facilitate the program/course based on the following modules:
  1. Orientation for Training and Development Division (TDD) and Competency-Based Learning Needs Analysis (CB-LNA) Technical Working Group
    - Develop culture-fair and customized DOT Competency-Based Learning Needs Assessment Tool/s
  2. Conduct Competency Gap Analysis
    - Provide list of additional materials, data or information sources regarding the administration of the CB-LNA
    - Provide direction in the administration of the CB-LNA tool in seven (7) batches (Central and Regional offices)
    - Coach and guide TDD in analyzing gaps and validating competency assessment of the respondents and CB-LNA results

### C. OTHER DELIVERABLES:

- Bidder must submit proposed activities and timeline;
- Selected bidder/company shall render deliverable (LNA Work Program) within the agreed timeline;
- The Consultant shall coordinate his/her counterpart DOT support team and take part in editing and revision of the content, format of the workshop design/tabulation form and other reportorial requirements;
- Ensure the conduct of briefing prior to the conduct consultation/validation workshops in DOT Central and Regional offices, and coaching and mentoring sessions for the counterpart DOT support team;
- Provide program/course materials i.e., CB-LNA TWG presentation by providing templates, submit a Terminal Report of Activities and provide copies of the deliverables/outputs for the duration of the program/course;
- Proposal for a 2-year Training Work Program
- Perform and complete the scope of services of the Competency-Based Learning Needs Analysis with highest standards of professionalism and ethical competence and integrity.

The Bidder must submit the following documentary requirements:

1. Company Profile
2. Curriculum Vitae of Lead Consultant and Team Members who will handle the project
3. List of relevant projects, both in public and private sector in the last five (5) years)

**V. PROJECT DURATION:**

Will commence on 1st week of January 2020 until last week of March 2020 (March 31, 2020)

**VI. APPROVED BUDGET FOR THE CONTRACT:**

The Consultant shall be paid the amount of Six Hundred Thousand Pesos (PhP 600,000.00) inclusive of all applicable government taxes in accordance with the government procedure and based on the following tranches:

- 10% of the total contract cost after the completion of Gap Analysis, development of Interview Questionnaire and preparation of data capture/tabulation form and other work instructions, if needed;
- 30% of the total contract cost after the conduct of Survey Results Analysis of DOT Central and Regional Offices and completion of the Workshop Design;
- 40% of the total contract cost after conduct of validation/consultation workshops of the DOT Central and Regional Offices;
- 20% of the total contract cost after the completion of the Competency-Based Learning Needs Assessment Report and Proposal for the 2-year Training Work Program
- If the days will exceed, no additional cost shall be charged to the DOT, as long as the activities are within the scope and deliverable set forth between the DOT and the winning bidder.

**VII. CONTACT PERSON:**

- MR. WILSON J. TELIG – Training and Development Division  
Email: dot.traininganddevelopment@gmail.com  
459 – 5200 to 5230 Local 318

Prepared by:

WILSON J. TELIG  
Chief Administrative Officer  
Training and Development Division

**Other Information**

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Norjannah P. Lucman at 4th Floor, Procurement Management Division, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City

**ELIGIBILITY REQUIREMENTS:**

1. Class "A" Documents:
  - a. Registration certificate from Securities and Exchange (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and
  - b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the perspective bidders is located, or the equivalent for Exclusive Economic Zones or Areas; and

(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, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184

For individual consultants not registered under a sole proprietorship, a BIR Certification of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit; and

- c. Philgeps Registration Number
- d. Latest Income/Business Tax Return (For ABCs above Php500K)
- e. Professional License/Curriculum Vitae/Company Profile
- f. List of completed and ongoing projects for government and private contracts.
- g. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)
- h. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement

(see attached form)

Deadline for the submission of Quotation: 06 December 2019, 10:00 AM

**Created by** Norjannah P Lucman

**Date Created** 02/12/2019

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