



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 6417167  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Training Provider for the Conduct of Seminar Effective Oral Communication  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-08-0189	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Consulting Services	<b>Document Request List</b>	1
<b>Category:</b> Consulting Services	<b>Date Published</b>	24/08/2019
<b>Approved Budget for the Contract:</b> PHP 215,000.00	<b>Last Updated / Time</b>	24/08/2019 00:00 AM
<b>Delivery Period:</b> 3 Day/s	<b>Closing Date / Time</b>	27/08/2019 10:00 AM
<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

I. PROJECT/ACTIVITY: PROCUREMENT OF SERVICES OF REPUTABLE TRAINING PROVIDER FOR THE CONDUCT OF EFFECTIVE ORAL COMMUNICATION SEMINAR FOR DOT EMPLOYEES.

##### 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
- Experience in delivery of similar and related training to reputable companies, government agencies, and international organizations
- Can conduct training on September 04 - 06, 2019

##### III. SCOPE OF DELIVERABLES:

- 3-day training for a group of 30-35 employees

- Submission of training modules

- Submission of training reports

- Minimum course content:

Corporate Communication

- Fundamentals of Body Language

- Logic and Creativity in Conversations

- The 5-star Communication Tool Set

Language Techniques

- Effective Speaking Styles and Formats

- Applying Coherence and Competence

- Business Communication Etiquette

Grammar and Accent Review

- Vocabulary and Idioms

- Avoiding Redundancies & Superfluties

- Avoiding Commonly Mispronounced Words

Working with Frameworks and Structures

- Introduction-Body-Conclusion

- Point-Reason-Example-Point
- Story-Message-Gain
- Group Role-Plays
  - Positive Scripting
  - Persuasive Communication
  - Diplomacy and Service Decorum
- Practical Application
  - Information Dissemination
  - Responding to Phone Queries
  - Crucial Conversations and Complaints Handling
- Presentation Technique
  - Speaking Strategies and Listening Skills
  - The Art of Storytelling
  - Getting The Right Message Across
- Self-Evaluation and Development
  - Communication Feedback
  - Measurable Competencies Evaluation
  - Evaluation of Individual Presentations

- Pre and Post-tests/assessment

IV. APPROVED BUDGET FOR CONTRACT: P215,000.00 (inclusive of VAT)

V. TERMS OF PAYMENT : Government Procedure

VI. CONTACT PERSON : Jerlie S. Ganiga

Contact Details: 459-5200 local 318

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 Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Section, 351 Sen. Gil Puyat Avenue, Makati City

**ELIGIBILITY REQUIREMENTS:**

1. Class "A" Documents:

a. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent document 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

\*\* For methods of procurement requiring Mayor's Permit and PHILGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

b. Philgeps Registration Number

c. Latest Income/Business Tax Return (For ABCs above Php500K)

d. Professional License/Curriculum Vitae/Company Profile

e. List of completed and ongoing projects

f. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)

g. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before August 27, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 23/08/2019

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