



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7860554
Procuring Entity NATIONAL BOOK DEVELOPMENT BOARD
Title Provision of Subject Matter Expert on Storytelling Training Workshop for the Book Nook 2021
Area of Delivery Metro Manila

Solicitation Number:	JR No. 202150	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Education and Training Services	Document Request List	0
Approved Budget for the Contract:	PHP 200,000.00	Date Published	22/07/2021
Delivery Period:	61 Day/s	Last Updated / Time	21/07/2021 14:42 PM
Client Agency:		Closing Date / Time	30/07/2021 15:00 PM
Contact Person:	Jayson B. Ramos Administrative Officer V 3rd & 4th Flr., Regalado Hive Bldg., Regalado Ave. Fairview, Quezon City Quezon City Metro Manila Philippines 63-02-5706198 jbramos9184@nbdb.gov.ph		

Description

1 LOT SUBJECT MATTER EXPERT ON STORYTELLING TRAINING WORKSHOP FOR THE BOOK NOOK 2021 on August to September 2021. Further details and specifications can be found below.

Total Approved Budget: PHP 200,000 (GROSS)

Workshop Details

- Virtual Synchronous Training Sessions with 40 participants
- 24-Hour Synchronous Training Workshop with Asynchronous Sessions for workshop-related activities
- Delivery period: August to September 2021 (specific dates to be discussed/determined)
- Delivery Platform: Virtual Classroom such as Zoom or any suitable platform
- Objective: to equip and train participants with up-to-date, appropriate and suitable approaches in storytelling as community storytellers for the Book Nook Sites

Minimum Qualifications of SME:

1. Holder of a Certificate/Bachelor's Degree in Communications, Education and Theater Arts, other related fields;
2. Lead or head of a Creative Arts firm, organization, or department that spearheads Storytelling Workshops;
3. Served as a Trainer or Resource Person to at least five (5) similar physical workshops and five (5) virtual workshops on storytelling in the last five (5) years;

4. Was able to engage and/or partner with Local and International organizations related to the conduct of series of workshops on storytelling;
5. With a valid or active PhilGEPs Certificate of Registration; and
6. Has a stable Internet Connection at home/office (i.e. minimum speed of 15 mbps, upload and download)

Preferred Qualifications:

1. Registered with the NBDB as a stakeholder;
2. Has received an award or recognition as a storyteller; and
3. Member of a reputable organization related to storytelling, reading, and literacy, or other similar groups.

Scope of Work:

1. Develop a module or logical flow of activities that would employ learning exercises for the attainment of the activity's objectives and outputs;
2. Prepare needed presentations for the webinar to be submitted 3-days before the start of the training workshop. The presentations will include the following:
 - a. Pre-recorded materials/videos
 - b. Learning materials (Hand-outs) in PDF Format
 - c. Others that may be needed within the training proper
3. Utilize gender-neutral language during webinar and in all learning materials during the sessions;
4. Preferably use Philippine content or topics in Philippine-setting/experience;
5. Take the lead and set direction in the facilitation of each sessions and employ appropriate webinar methodologies;
6. Review and process all workshop outputs and provide inputs and recommendations for improvement;
7. Evaluate and critique each of the participants' final performance output with comments for improvement;
8. Attend pre and post workshop consultations with NBDB;
9. Coordinate with the NBDB project team to ensure smooth implementation of the webinar sessions;
10. Ensure a stable Internet connection should the hosting of webinar sessions be conducted in his/her residence; and
11. Employ support staff or technical assistant as needed, but payment or costs shall be included in the bid amount.

Please address your proposal to:

CHARISSE AQUINO-TUGADE
Head of Procuring Entity
Executive Director III
National Book Development Board

Documentary Requirements:

1. Project Proposal with detailed costing;
2. Quotation sheet shall include the terms of payment, price validity, and TIN
3. Updated Curriculum Vitae (CV) in PDF;
4. Bionote with recent photo in PDF Format;
5. Speed test result using www.speedtest.net;
6. Copy of one (1) valid government-issued ID with photo and signature;
7. Copy of active PhilGEPs Registration;
8. Copy of NBDB Certificate of Registration, if applicable
9. Portfolio/ work samples in PDF format or link to an online portfolio;
10. BIR Certificate of Registration (for individual applicant);
11. Mayor's/Business Permit (for Corporation)
12. PhilGEPs Omnibus Sworn Statement

Payment Terms:

1. Payment should be in accordance with government terms (gross amount, send bill) and within 30 working days from complete delivery of services.
2. Payment is bank-to-bank, preferably Landbank. Otherwise, interbank charges will be shouldered by the supplier.
3. Supplier shall issue original official receipt upon confirmation of payment.

Reminder:

1. Deadline for submission of quotations: July 30, 2021, 3:00 PM

Applications may be sent via email at fmetd@nbdb.gov.ph

Other Information

Applications may be sent via email at fmetd@nbdb.gov.ph. Contact person is Mr. Reynaldo S. Flores 0998-559-8544.

Created by Jayson B. Ramos

Date Created 21/07/2021

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