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Award Notice Abstract (Ref No.: 3497092)

Status: Updated

Reference Number: 8274281 Control Number: RFP No. 2021 - 12 - 0199 Bid Notice Title: Procurement of Consulting Services for the Professional Tour Guides Examination Writeshop on the Development of Exam Questionnaire Approved Budget: Php844,560.00 Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Consulting Services Category: Consulting Services Applicable Procurement Rules: Implementing Rules and Regulations Funding Source: Government of the Philippines (GOP) Funding Instrument: General Appropriations Act Location: Contract Duration: 0 Day/s Contact Person: John Paulo Francisco Created By: John Paulo Francisco	DEPARTMENT OF TOURISM 351 Sen. Gil Puyat Avenue Makati City Metro Manila, NCR, Philippines Consulting Services Awardee : F-STUFF IMAGES Contact Person : Prabhatanand Reyes Address : University Avenue Quezon City Metro Manila, NCR, Philippines Designation : President <table border="1"> <thead> <tr> <th colspan="3">Line Item</th></tr> <tr> <th>#</th><th>Product/Service/Project Name</th><th>Budget</th></tr> </thead> <tbody> <tr> <td>1</td><td>Consulting Services, Procurement of Consulting Services for the Professional Tour Guides Examination Writeshop on the Development of Exam Questionnaire, 80101508, 1, Lot</td><td>Php844,560.00</td></tr> </tbody> </table> Reason for Award : Single Rated and Responsive Bid (SRRB)	Line Item			#	Product/Service/Project Name	Budget	1	Consulting Services, Procurement of Consulting Services for the Professional Tour Guides Examination Writeshop on the Development of Exam Questionnaire, 80101508, 1, Lot	Php844,560.00	Award Type: Award Notice Contract Amount: Php833,000.00 Award Date: 20-Dec-2021 Publish Date: 22-Feb-2022 Date Last Updated: 22-Feb-2022 Contract Number: 22-00026 Proceed Date: 18-Jan-2022 Contract Effectivity Date: 19-Jan-2022 Contract End Date: 28-Feb-2022 Created By: John Paulo Samonte Francisco Date Created: 22-Feb-2022 Approver: View Documents: 4
Line Item											
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1	Consulting Services, Procurement of Consulting Services for the Professional Tour Guides Examination Writeshop on the Development of Exam Questionnaire, 80101508, 1, Lot	Php844,560.00									

22-00026

Service Contract

Program Coordinator

KNOW ALL MEN BY THESE PRESENTS:

That this Agreement, made and entered into this JAN 19 2022 in the City of Makati, Philippines, by and between

The **DEPARTMENT OF TOURISM**, a government agency with principal office address at the New DOT Building, 351 Sen. Gil Puyat Avenue, Makati City, Philippines 1200 represented by its Assistant Secretary for Human Capital and Industry Development Programs, **MS. MARIA RICA C. BUENO**, of legal age, Filipino and hereinafter referred to as the **FIRST PARTY**;

and

F-STUFF IMAGES, OPC is a private entity existing and duly registered under the laws of the Philippines, with office address at #1934 UP Bliss, University Avenue, San Vicente, Diliman, Quezon City represented by its President, **MR. PRABHATANAND G. REYES** and hereinafter referred to as the **SECOND PARTY**;

Each a Party, and collectively, the **PARTIES**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** is the primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international;

WHEREAS, the **FIRST PARTY** is mandated to formulate and promulgate rules, and regulations governing the operation and activities of all tourism enterprises, including but not limited to a national standard for licensing, accreditation, and classification of tourism enterprises, prescribing therein minimum levels of operating quality and efficiency for their operation in accordance with recognized international standards;

WHEREAS, the **FIRST PARTY**, by virtue of Memorandum Circular No. 2021-003, established the *Professional Tour Guides Qualification Examination (PTGQualEx)* as a requirement for the Tour Guide Accreditation pursuant to the Rules and Regulations Governing the Accreditation of Tour Guides or Memorandum Circular No. 2021-002;

WHEREAS, the **FIRST PARTY**, through the Office of Industry Manpower Development, will conduct the *PGQUALEX Writeshop on the Development of Exam Questionnaires (the "Project")* to convene the pool of experts to develop the exam questions and answers;

WHEREAS, the **FIRST PARTY** is in need of the services of a program coordinator to take charge of the overall management, including the proper handling of exam questions and maintaining confidentiality to prevent the risk of leakage and to generate pool of questions for the implementation of written examination;

WHEREAS, the requirement was processed in compliance with the procedure on **Negotiated Procurement-Small Value Procurement**, pursuant to Section 53.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act);

WHEREAS, the **SECOND PARTY** is a duly registered member of the Philippine Government Electronic Procurement System (PhilGEPS) that possesses the necessary equipment, personnel, and expertise in providing the required services, has offered to undertake the project;

WHEREAS, the Bids and Awards Committee (BAC) of the DOT, through **BAC Resolution No. 2021-261** has declared the **SECOND PARTY** to be the bidder with the *Single Rated and Responsive Bid (SRRB)* as its quotation is found to be compliant and responsive to the technical specifications indicated in the Terms of Reference (TOR);

NOW, THEREFORE, based on the foregoing, the **PARTIES** hereby agree as follows:

1. **SERVICES.** The **SECOND PARTY** hereby agrees to:

- A. Provide online meeting platform
- B. Source Facilitators and Experts from the Academe and the Tourism Industry Stakeholders:
 - a. Three (3) Facilitators
 - b. Three (3) Regional Board of Examiners from NCR, for the following topics:
 - General Questions on Local Tourism
 - Local History and Culture
 - Geography and Tourism Destinations
 - c. Twenty-one (21) National Examiners for the following topics:
 - General Knowledge
 - Technical Skills
 - Crisis Management
 - Protocols, Social Graces and Etiquette
 - Philippine History, Culture, Economy and Political System
 - Geography and Tourism Destinations
 - Ecotourism and Environment
- C. Event Concept, Guide and Details
 - Manage and facilitate the preparation and conduct of the writeshop;
 - Produce virtual background, and other graphics related to the event;
 - Oversee overall flow of the event;
 - Provide photo and video documentation of the writeshop
- D. Provide Management Staff
 - Project Director/ Manager
 - Technical Staff (Online Platform Operator)
 - Emcee/ Voice Over
 - Documenter
- E. Post-Event Documentation
 - Submit consolidated final exam questions and answers one (1) week after the event with minimum number of exam questions and key answers of 450 items, or 150 items per set without duplication;
 - Submit post-event documentation including photos and video recordings one (1) week after the event

Details of the above including the other responsibilities of the **SECOND PARTY** are indicated in the attached **Terms of Reference**, which forms an integral part of this contract.

2. **EFFECTIVITY AND TERM.** This Agreement shall be effective from the date of execution of contract until 28 February 2022.

22-00026

3. **COMPENSATION.** By way of compensation for its services, the **FIRST PARTY** shall pay the **SECOND PARTY** the total amount indicated in the Statement of Account, which shall be based on actual expenses incurred, but not to exceed **Eight Hundred Thirty-Three Thousand Pesos (PhP833,000.00)**, for the total actual cost of services rendered inclusive of VAT and other taxes.
4. **PAYMENT.** The above consideration will be paid by the **FIRST PARTY** after presentation of the required Statement of Account and other necessary documents, subject to the usual accounting and auditing rules and regulations by the **SECOND PARTY**. It is understood, however, that payment shall only be made after it has fully and satisfactorily rendered its undertaking under this agreement.
5. **CONFIDENTIALITY AGREEMENT.** The **SECOND PARTY** shall not, at any time during the term of Contract and thereafter, use or disclose any confidential information concerning the affairs of the **FIRST PARTY** which the **SECOND PARTY** may have acquired in the course of or as an incident to the Contract without the prior written consent of **FIRST PARTY**.
6. **LIQUIDATED DAMAGES.** When the **SECOND PARTY** fails to satisfactorily render the services under this Agreement within the specified schedule, the **SECOND PARTY** shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed services scheduled for delivery for every day of delay. The **FIRST PARTY** need not prove that it has incurred actual damages to be entitled to liquidate damages. Such amount shall be deducted from any money due or which may become due to the **SECOND PARTY** or collected from any securities or warranties posted by the **SECOND PARTY**, whichever is convenient to the procuring entity concerned. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the **FIRST PARTY** concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.
7. **FREE AND HARMLESS.** The **SECOND PARTY** shall hold the **FIRST PARTY** free and harmless from, and hereby binds and obligates itself to indemnify the **FIRST PARTY** for any and all liabilities, losses, damages, injuries, including death, claims, demands, suits, proceeding, judgments, awards, fines, penalties and all expenses, legal or otherwise of whatever kind or nature arising from and by reason of this Agreement, due to the fault, negligence, act, act omission, delays, conduct, breach of trust, or non-observance or violation of this Agreement, or any of its stipulation and warranties by the **SECOND PARTY** and/or any of its employees, agents, representatives, or sub-contractors.
8. **DISPUTE RESOLUTION.** If any dispute shall arise between the **FIRST PARTY** and the **SECOND PARTY** in connection with this Agreement, the Parties shall make every effort to resolve such dispute amicably. Should such dispute not be resolved, the same will be referred for arbitration in accordance with RA No. 876 or the *Arbitration Law* and RA No. 9285 or the *Alternative Dispute Resolution Act of 2004*. K. 9285
9. **ELECTRONIC SIGNATURES.** The parties shall be entitled to sign and transmit this Agreement with an electronic signature whether by facsimile, e-mail, or other electronic means, which signature shall be binding on the Party whose name is contained therein. Any Party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request. K. 9285
10. **COMPLETENESS OF AGREEMENT.** This Agreement, along with the select provisions in the annexes made integral parts hereof, contains the complete understanding of the Parties and may not be modified or amended except through another Agreement in writing duly executed by the parties. K. 9285

22-00026

IN WITNESS WHEREOF, the Parties have executed this Agreement through their authorized representatives on the date stated above.

DEPARTMENT OF TOURISM

By:

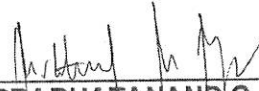


MARIA RICA C. BUENO

Assistant Secretary for Human Capital and Industry
Development Programs

F-STUFF IMAGES, OPC

By:



PRABHATANAND G. REYES

President

Signed in the presence of:



ROWENA LU Y. MONTECILLO

Director, Office of Industry
Manpower Development



ARLENE G. REYES

Corporate Secretary
F-Stuff Images, OPC

FUNDS AVAILABLE:



Mr. ROMAN G. BERSAMIRA

Chief Accountant, DOT

ACKNOWLEDGEMENT

Republic of the Philippines) S.S

City of Makati)

On this 10th day of February, 2021, personally appeared before me, a Notary Public in and for the City of Makati, the following persons:

Name	Government ID	Date Issued	Place Issued
Maria Rica C. Bueno	Official Passport No. S0008298A	15 Jun 2017	DFA Manila
Prabhatanand G. Reyes	Driver's License No. N02-15-001477	10 Aug 2017	LTO Quezon City

all known to me to be the same person who executed the foregoing Agreement and acknowledgement that the same is an act of their free and voluntary will and deed and of the entity that they respectively represent.

IN WITNESS WHEREOF, I hereunto sign this document and affix my seal of office on this date and place aforementioned.

Doc. No. 210
Page No. 42
Book No. I
Series of 202 2

NOTARY PUBLIC

ATTY. AUDREY M. AMORA
Notary Public

Until December 31, 2021

Penthouse, Legal Affairs Service, DOT Bldg.
PTR No. 8862995 - 01/20/2022 - Makati City

IBP Lifetime Member 04646 / Makati City

Roll No. 44115 / MCLE VI-0024349

Extended Until June 30, 2022 Per BM No. 3795



**BAC Resolution Declaring Single Rated and Responsive Bid (SRRB) and
Recommending Award for the Procurement of Consulting Services for
the Development of Examination Questionnaires for the Professional
Tour Guides Qualification Examination Writeshop
(RFP No. 2021 - 12 - 0199)**

Resolution No. 2021 - 261

WHEREAS, the Department of Tourism (DOT), through the Procurement Management Division (PMD), posted the Request for Proposal (RFP) for the Procurement of Consulting Services for the Development of Examination Questionnaires for the Professional Tour Guides Qualification Examination Writeshop, in the PhilGEPS website and DOT website continuously for at least four (4) calendar days, starting on 07 December 2021, and the deadline for the submission of proposals was set on 10 December 2021. The Approved Budget for the Contract (ABC) is Eight Hundred Forty-Four Thousand Five Hundred Sixty Pesos (PhP844, 560.00). A copy of the PhilGEPS posting is hereto attached, marked as **Annex "A"**, and made an integral part hereof;

WHEREAS, three (3) known consulting firms were invited to join by sending Request for Proposal (RFP) via e-mail and to submit their proposals via e-mail using the same method, in compliance with the procedure on Negotiated Procurement - Small Value Procurement pursuant to Section 53.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R.A. 9184).

WHEREAS, in response to said posting and invitation, only one (1) bidder submitted its proposal within the deadline set on 10 December 2021, to wit:

1. F-Stuff Images, OPC

WHEREAS, upon evaluation of eligibility requirements, only one (1) bidder was found eligible, to wit:

Name of Bidder	Findings
<i>F-Stuff Images, OPC</i>	<i>Eligible</i>

WHEREAS, the proposal was submitted by the lone eligible bidder is found complying in terms of the ABC, as follows:

Name of Bidder	Bid Amount
<i>F-Stuff Images, OPC</i>	<i>PhP833, 000.00</i>

WHEREAS, upon detailed evaluation of the proposal submitted, the following ranking was gathered:

Name of Bidder	Average Score	Ranking
<i>F-Stuff Images, OPC</i>	<i>80%</i>	<i>Single Rated Bid (SRB)</i>

Note: Passing score is 70%

WHEREAS, upon detailed evaluation and careful examination of the proposal submitted by **F-STUFF IMAGES, OPC**, being the bidder with the *Single Rated Bid (SRB)*, its proposal has been determined to be complying and responsive with the Terms of Reference (TOR). A copy of the Abstract of Proposal, Summary of Ratings and supporting documents submitted are hereto attached, marked as **Annexes "B", "C", and, "D"** are made integral parts hereof;

NOW, THEREFORE, foregoing premises considered, WE, the Members of the DOT Bids and Awards Committee, hereby **Resolve**, as it is hereby **Resolved**:

- a) To adopt Negotiated Procurement – Small Value Procurement under Section 53.9 of the revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184 for the Procurement of Consulting Services for the Development of Examination Questionnaires for the Professional Tour Guides Qualification Examination Writeshop; and
- b) To declare **F-STUFF IMAGES, OPC** as the **Single Rated and Responsive Bid (SRRB)** and to award the contract for Procurement of Consulting Services for the Development of Examination Questionnaires for the Professional Tour Guides Qualification Examination Writeshop, in the total amount of **EIGHT HUNDRED THIRTY-THREE THOUSAND PESOS (Php833, 000.00)**, inclusive of all applicable taxes;
- c) To recommend for approval of the Secretary of Tourism the foregoing findings.

Resolved at the City of Makati this 20th day of December 2021.

Recommending Approval:

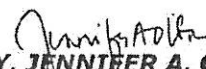


OIC - USEC. REYNALDO L. CHING
BAC Chairperson

OIC - ASEC. MILAGROS Y. SAY
BAC Vice Chairperson


MR. RAYMUND GLEN A. AGUSTIN
BAC Member


MS. ERNESTINNE S. DEMACLID
BAC Member


ATTY. JENNIFER A. OLBA
BAC Member

By Authority of the Secretary
(Department Order No. 2021-077)

☒ **APPROVED** ☐ **DISAPPROVED:**


MARIA RICA C. BUENO

Assistant Secretary, Human Capital and Development