



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 8047673  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Consulting Services for the Finalization of DOT GAD Agenda and Roll Out via Zoom (3rd posting)

#### Area of Delivery

<b>Solicitation Number:</b>	RFP No. 2021 - 10 - 0119	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	5
<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>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	02/10/2021
<b>Approved Budget for the Contract:</b>	PHP 620,000.00	<b>Last Updated / Time</b>	01/10/2021 15:39 PM
<b>Delivery Period:</b>	4 Month/s	<b>Closing Date / Time</b>	05/10/2021 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

##### CONSULTING SERVICE FOR THE FINALIZATION OF DOT GAD AGENDA AND ROLL OUT VIA ZOOM

##### I. BACKGROUND

In its commitment toward achieving gender equality, the Department of Tourism (DOT) through its GAD Focal Point System (GFPS) in tandem with the GAD Focal Persons at the regional offices had been at the forefront of responding to various gender issues in the tourism sector through the implementation of different GAD programs, projects and activities (PPAs).

To rationalize the implementation of GAD PPAs, Department Order No. 2021-026 was issued to reconstitute the DOT GFPS and placing it under the Office of Special Concerns (OSC). With the directive, the OSC is now taking the lead in promoting gender equality among men and women not only in the department but also within the tourism sector.

Pursuant to the Magna Carta of Women and the country's commitment to achieve gender equality and women's empowerment, the Philippine Commission on Women (PCW) issued Memorandum Circular 2018-04 dated 19 September 2019 which provides the guidelines for the preparation of the GAD Agenda. In the transitory provision of the said circular, all agencies are encouraged to prepare their respective GAD Agenda for 202-2025.

The GAD Agenda is the agency's strategic framework and plan in gender mainstreaming. As a plan, it shall serve as basis for the identification of programs, activities and projects (PAPs) to be included in the agencies' GAD Plans and Budgets (GPBs). The GAD Agenda will also include a monitoring and evaluation (M&E) framework which will serve as a guide in assessing GAD results and outcomes. Its formulation will be undertaken through a participatory, consultative and inclusive process which considers the results of gender analysis as the bases for the formulation and prioritization of strategic directions.

In 2019, DOT GFPS members attended the PCW Training Workshop on the formulation of GAD Agenda. As a result, the GAD Agenda Planning Team was created and tasked to formulate the DOT's GAD Agenda. Series of internal meetings and workshops were conducted until the document was drafted. Finalization of the draft plan requires the inputs of the stakeholders since it is sector-wide plan that will have to be implemented nationwide and will involve the support of the public and private tourism stakeholders. Hence, the need to conduct series of consultations to generate the needed inputs from stakeholders and engage the technical services of a consultant for the finalization of the GAD Agenda. Considering the importance of the process, the DOT GFPS identified a specific project for the purpose and included it in approved DOT GAD Plans and Budget for Fiscal Year (FY) 2021.

**II. REQUIREMENTS**

**Technical Consulting Service**

The GAD Consultant or the Consultancy Team must meet the following requirements:

**1. Adequate training and experience**

The Consultant or at least one member of the team has undergone, attended or participated trainings, seminars, conferences conducted by Philippine Commission on Women; and has adequate experience in facilitating GAD related trainings such as Gender Sensitivity Trainings, Gender Analysis, Gender Mainstreaming, GAD Planning and Budgeting, especially workshops on GAD Agenda formulation or GAD Strategic Planning etc.

**2. Adequate knowledge and understanding of the nature and dynamics of the tourism sector**

The Consultant or at least one member of the team is familiar with the different tourism programs implemented by national and regional offices to effectively contextualize approaches and discussions; and provide relevant inputs, insights, and recommendations drawn from a tourism outlook. The provider has to be familiar with the dynamics of tourism sector and the programs implemented at the national and regional level to have a macro perspective of the impact of a certain strategy to the entire tourism system.

**III. SCOPE OF WORK AND DELIVERABLES**

The Service Provider shall undertake the following activities in accordance with a detailed workplan duly approved by the OSC:

1. Preparation and submission of a detailed workplan.
2. Review of the draft GAD Framework and Strategic Plan.
3. Conduct of series of virtual consultation/validation workshops to generate inputs of stakeholders from the sixteen (16) regions.
4. Submission of Project Status Report
5. Enhancement and presentation of the draft GAD Strategic Plan to the DOT-GAD Agenda Planning Team
6. Finalization and presentation of the DOT GAD Agenda (GAD Framework and Strategic Plan) for approval.
7. Submission of an e-copy and 20 hard copies of the DOTGAD Agenda (GAD Framework and Strategic Plan). Hard copies must be in full color using at least 240gsm C2S paper for front and back cover and not less than 85gsm for the pages.
8. Roll out of DOT GAD Agenda (GAD Framework and Strategic Plan) to Luzon, Visayas and Mindanao via virtual platform.
9. Conduct of coordination meetings with the DOT GAD Agenda Planning Team.

The DOT-Office of Special Concerns/GFPS Secretariat shall:

1. Designate a counterpart team that will work closely with the Service Provider on the technical and administrative requirements of the project;
2. Provide technical inputs and pertinent data for the development of the expected key document products;
3. Ensure the payment of services inclusive of mandatory taxes and in accordance with the agreed payment schedule.

**IV. APPROVED BUDGET AND CONTRACT**

The approved budget for contract (ABC) for this engagement amounting to Six Hundred Twenty Thousand Pesos only (P620,000.00) inclusive of all applicable government taxes and service charges.

**V. COMPLETION DATE**

The project shall commence immediately after the signing of the contract and must be completed within 120 days from the date of the approval of the workplan that contains the detailed schedule of activities. The total number of delivery days shall not include the days where the documents are under review or for approval by the DOT.

**VI. TERMS OF PAYMENT**

Terms of payment shall be as follows:

Deliverable	
Tranche	
Subtotal	
Upon completion of Deliverables 1 to 4	
First Tranche (50%)	
P310,000.00	
Upon completion of the project (50%)	
Last Tranche (50%)	
P310,000.00	
Total	
P620,000.00	

**VII. CONTACT DETAILS**

- Ruth T. Elequin - Program Coordination and Implementation Division, Office of Special Concerns

Prepared by: Approved by:

Ruth T. Elequin, CTOO Director Carlos L. Magnaye  
PCID, Office of Special Concerns Office of Special Concerns

**Line Items**

Item No.	Product/Service Name	Description	Quantity UOM	Budget (PHP)
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1	Consulting Services	Procurement of Consulting Services for the Finalization of DOT GAD Agenda and Roll Out via Zoom	1	Lot	620,000.00
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**Other Information**

## Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

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

3. PhilGEPS Registration Number

4. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

5. Professional License/Curriculum Vitae

6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.

7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)

8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 05 October 2021 at 10:00 am. Late and unsigned proposals shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 01/10/2021

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