

Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 7840078
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of the Consultancy Services for the Revision of the DOT Local Tourism Statistics Manual
Area of Delivery  [Printable Version](#)

Solicitation Number:	2021 - 07 - 0074	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	5
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	14/07/2021
Approved Budget for the Contract:	PHP 300,000.00	Last Updated / Time	13/07/2021 11:41 AM
Contract Duration:	63 Day/s	Closing Date / Time	19/07/2021 12:00 PM
Client Agency:			
Contact Person:	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

DEPARTMENT OF TOURISM
Office of Tourism Development Planning, Research
And Information Management

TERMS OF REFERENCE

I. Project Name:
Procurement of the Consultancy Services for the Revision of the DOT Local Tourism Statistics Manual

II. Eligibility

- Proponent must have at least one consultant with Master's degree or above.
- Proponent must have experience in research, technical writing and editing. Familiarity on the concepts, policies and processes related to the following is desirable: tourism, statistics, surveys and other data gathering methodologies, database building, local government organization and administration, IT related innovation on tourism database keeping, and process documentation.
- Proponent must be willing to provide a portfolio of technical writing or research done. Works related to tourism and/or statistics is desirable. Inclusion of output as part of a group is accepted.
- Proponent must have experience in producing manuals. Works related to tourism and/or statistics is desirable.
- Proponent must submit a list of ongoing contracts to indicate current workload.
- Proponent must be willing to provide references for validation and evaluation of proposal.
- Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.

III. Scope of Work

- Revision of the 2012 Tourism Statistics Manual for Local Government Units including technical writing for improved methodologies, templates, forms, and processes. Manual will also include selected chapters from another manual entitled 2012 Tourism Development Planning Guidebook for LGUs.
- Inclusion of adjustments in methodologies to adapt to the new normal.
- Documentation of focus group discussions on the improvement of standard methodologies for inclusion on the manual.
- Design lay-out of the revised manual, including graphic illustrations and other mechanicals.
- Copy-editing and proofreading
- Client Servicing

IV. Proposed activities:

1. The service shall run for an estimated 2 – 2 ½ months or 63 man-days including Saturdays but excluding declared holidays.
2. Initial Meeting on the Discussion of required specifics of the revision of the manual.
3. Participation on Focus Group Discussions (FGDs) regarding the improvement of standard methodologies, templates and processes as input to the revised manual (2 – 3 times). FGDs will be organized by proponent / owner of existing manual.
4. Presentation and Submission of Initial Draft Revised Manual.
5. Presentation and Submission for approval of Draft Revised Manual with the incorporated comments from proponent owner.
6. Presentation and Submission of Revised Manual with proposed lay-out.
7. Presentation and Submission for approval of Revised Manual with approved lay-out.
8. Presentation and Submission for approval of proofread copy of the Revised Manual.
9. Presentation and submission for approval of validated proofread copy of the Revised Manual.

V. Expected output:

The consultant must produce one final Press-proof copy of the revised manual, in publisher file, word file, and in pdf format

Specific Deliverables:

1. Proposed Schedule of Work and Delivery
2. Initial Draft Revised Manual
3. Edited Draft Revised Manual
4. Revised Manual in proposed Lay-out
5. Revised Manual in approved Lay-out
6. Proofread Copy of the Revised Manual
7. Press-proof copy of Revised Manual, in publisher file, word file, and in pdf format

VI. Evaluation Procedure

Prospective bidders must submit documentary evidence to validate qualifications, experience, and capacity. The determination shall be based upon an examination of the documentary evidence of the qualifications submitted by the prospective bidders. The DOT-BAC shall rate each eligible bidder based on the evaluation criteria set in the shortlist rating sheet. If DOT-BAC determines that the bidder with the Highest Rated Bid (HRB) passes all criteria for post-qualification, it shall declare the bidder with the Highest Rated and Responsive Bid (HRRB).

VII. Approved Budget for this project

Three Hundred Thousand Pesos (Php 300,000.00) VAT – inclusive to be charged to the Office of Development Planning, Research, and Information Management (OTDPRIM) GAA FY 2021.

VIII. Project Officers

Sherwyn Renzo G. Ramirez
Tourism Operations Officer II

Statistics, Economic Analysis, and Information Management Division (SEAIMD)
Office of Tourism Development Planning, Research, and Information Management
Trunk Line: (02) 459 5200 to 30 Local 512
Mobile Numbers: 0995 454 5179
Email Address: sgramirez@tourism.gov.ph

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 19 July 2021 at 12:00 pm. Late and unsigned proposals shall not be accepted.

Created by John Paulo Samonte Francisco

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