



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number	8275413
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Services of a Legal Consultant
Area of Delivery	Metro Manila

Solicitation Number:	RFP No. 2021 - 12 - 0200	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	4
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	07/12/2021
Approved Budget for the Contract:	PHP 425,719.53	Last Updated / Time	06/12/2021 20:07 PM
Delivery Period:	2 Month/s	Closing Date / Time	10/12/2021 10:00 AM
Client Agency:			
Contact Person:	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

BIDDER: Legal Consultant

PROJECT TITLE: PCSSD Board Meetings - Legal Consultant

BACKGROUND OF THE PROJECT

The Philippine Commission on Sports Scuba Diving (PCSSD) is mandated to formulate rules, regulations, safety, and operating standards for the Philippine dive community as stated in the Letter of Instruction No. 745. The Commission was not vested with any legal power when it came to the dive industry. A legal consultant is necessary to assist the Commission to carry out its functions and conduct business that is grounded by Philippine Laws. The legal consultant researches, studies, evaluates, and analyzes data to advise on or recommend solutions.

MINIMUM REQUIREMENTS

Should have a Degree from a Law School or University and passed the Philippine Bar Examination

Must be knowledgeable with Philippine laws relative to the conduct of business, and penalty/sanctions. Knowledge in laws related to scuba diving is an advantage (e.g., local government ordinances, certifying agencies' rules, etc.)

OBJECTIVES

To provide legal assistance including the review, analysis and interpretation of legal opinions, memoranda, demand and other letters, contract, pleadings, status reports and other documents; and

To deal with various matters, particularly legal issues involving negotiations in the dive industry.

SCOPE AND WORK DELIVERABLES

Act as the Corporate Secretary together with the PCSSD Board Secretariat, for the monthly Board of Trustees Meetings and Special Board Meetings as needed;

Produce output/results at work (i.e., minutes of the meeting);

Assist in drafting legal documents and issuances such as, but not limited to: guidelines, circulars, board resolutions, etc.;

Address the technical and legal matters that may be raised during meetings and advise the PCSSD regarding possible legal implications; and

Provide assistance in drafting and Memorandum of Agreement [MOA], Memorandum of Understanding [MOU], Issuances, Rules and Regulations and/or Board Resolutions, etc.

QUALIFICATIONS

Apart from the abovementioned minimum requirements, the legal consultant must have at least three (3) years of working experience in the legal department/division of an agency/law firm;

Must be amenable to work Twenty-Eight (28) Days in a year [Fourteen (14) days per month x Two (2) months];

An experience in preparing and processing legal documents from government agencies or local government units would be an advantage;

Must be computer literate;

Must have good interpersonal skills;

Must have good research skills; and

Must have above average oral and written communication skills.

SHORTLISTING OF CRITERIA

I.

APPLICABLE EXPERIENCE OF THE CONSULTANT

A.

Years of Experience

(Years of experience as a legal consultant of any government agency and/or office, private law firm or company)

20

1. 4 or more years of experience

20

2. 3 years of experience

10

3. 6 to 12 months of experience

5

B.

Number of legal documents completed/Relevance to the job

10

1. With at least 3 accomplished legal documents from government agencies or local government units (i.e., Memorandum of Agreement [MOA], Memorandum of Understanding [MOU], Issuances, Rules and Regulations and/or Board Resolutions, and other legal instruments)

10

2. No accomplished legal documents from government agencies or local government units

5

II.

QUALIFICATION OF CONSULTANT

(Consultant must present the following documents: (1) Copy of Diploma from a reputable law school; (2) Integrated Bar of the Philippines ID and Certification; and (3) Certificate of Employment from previous employer with proof that he/she worked in a Legal Department)

40

1. Submitted all three (3) documents requested

40

2. Submitted any two (2) out of three (3) documents requested

20

3. Submitted one (1) out of three (3) documents requested

10

III.

CURRENT WORKLOAD RELATIVE TO CAPACITY

30

1. Not working as a consultant to any government agency/law firm/company

30

2. Working as a part-time legal consultant to any agency/law firm/company

15

3. Working as a full-time legal consultant to any agency/law firm/company

5

GRAND TOTAL

100%

PASSING RATE

70%

BUDGET

Total budget for this project is FOUR HUNDRED TWENTY-FIVE THOUSAND SEVEN HUNDRED NINETEEN PESOS AND 53/100 (PHP 425,719.53) VAT inclusive.

The winning bid shall be determined by the Department of Tourism based on the most acceptable proposal and most advantageous financial package cost, provided that the bid amount does not exceed the above total budget.

PAYMENT TERMS

Send bill arrangement with the following deliverables per month:

Monthly report on the tasks done for the Commission with supporting documents (i.e., Minutes of the Board Meeting, Board Resolutions, Summary Report on meetings attended)

CONTACT INFORMATION

Project Officer : Rachelle Anne R. Yoro

Contact Information : rachelle.yoro@divephilippines.com.ph

pccsd@tourism.gov.ph 0977-444-6505
 Office : Philippine Commission on Sports Scuba Diving
 Address : 5th Floor, The New DOT Building, 351 Senator Gil Puyat Avenue, Makati City 1200
 Approved by:
 ROWENA M. SORIOSO
 OIC-Executive Director PCSSD

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Legal Services	Procurement of Services of a Legal Consultant	1	Lot	425,719.53

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

Created by John Paulo Samonte Francisco

Date Created 06/12/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.