



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6505444
Procuring Entity DEPARTMENT OF TOURISM
Title Geographic Information System Expert for Farm Tourism and Convergence Projects
Area of Delivery

Solicitation Number: 2019-09-0247	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	4
Classification: Consulting Services	Bid Supplements	0
Category: Consulting Services		
Approved Budget for the Contract: PHP 200,000.00	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	28/09/2019
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	Last Updated / Time	27/09/2019 16:34 PM
	Closing Date / Time	01/10/2019 10:00 AM

Description

TERMS OF REFERENCE
 GEOGRAPHIC INFORMATION SYSTEM EXPERT FOR FARM TOURISM AND CONVERGENCE PROJECTS

A. PROJECT BACKGROUND

Farm Tourism as defined by law is the practice of attracting visitors to farm areas for production, education and recreational purposes. It involves any agricultural – or fishery – based operation or activity that brings to a farm visitor, tourists, farmers and fisherfolk who want to be educated and trained on farming and its related activities, and provides a venue for outdoor recreation and accessible family outings.

Farm Tourism aims to entice tourists to visit farms and enrich touristic experiences, and in the process also provides farmers an opportunity to generate jobs and diversify income through farm tour packages that include interactive farming activities such as planting, harvesting, and creating value added products. Farm tourism sites educate people on old and new methods of farming including the risks involved in everyday agriculture, and improve understanding of local food systems.

The development of farm tourism is essential in pursuing sustainability and inclusive growth through employment generation and equitable distribution of income. Relatedly, the Farm Tourism Development Act of 2016 (RA 10816) advocates sustainable tourism and gives value to the role of Agriculture and Tourism in economic, environmental and socio-cultural development of local communities. The intent of the Farm Tourism Act is to re-invigorate the development of agriculture, considering the NTDP's projected domestic tourism arrivals by 2022 which stands at 89.2 Million in regional and domestic markets.

In support to the growing number of farm tourism sites and with the strengthening of tourism infrastructure linkages given the administration's flagship Build Build Build Program there is a need to map out these tourism projects (roads, airports, seaports etc.) in order to get a better understanding on the developments of the tourism industry. In connection with this, the Department of Tourism is seeking for a Geographic Information System (GIS) expert who will be able to provide technical assistance in map production, satellite image analysis, remote sensing, data analysis and collection including technical training to regional offices on GIS software and mapping.

A. SCOPE OF WORK

The duties of the Geographic Information System (GIS) Expert will include but are not limited to:

1. Creates maps, reports and information and electronic communication (IEC) materials as data information tools for farm tourism and convergence projects
2. Provides data analysis and mapping using GIS (QGIS and/or ArcGIS)
3. Ensures that maps and graphs are in accordance with the design and criteria defined by the department
4. Recommends and implements research technology to efficiently carry out the task as a mapping officer
5. Networks with national and local agencies to collect, validate update and collate paper and geospatial data
6. Provides training to regional offices and communities on GIS mapping software, techniques and data analysis for resource management
7. Organize, research and implement application tools to use and document big data
8. Ensures a daily backup of all data on GIS maps etc.
9. Must be able to introduce/suggest a GIS software which he/she may be able to use during the conduct of the training on GIS mapping
10. Performs related duties as required

B. EXPECTED OUTCOMES/DELIVERABLES

1. Submission of Inception Report and I initial outputs– must include minutes of the meeting, timetable, workplan, schedule of activities and target outputs. During the first month, there may be necessary mapping requirements which the GIS expert should be able to deliver as the need arises.
2. Submission of GIS maps/outputs and conduct of training on GIS mapping– must include minutes of meetings and pertinent data as discussed. Must provide a module on using GIS software including mapping techniques
3. Submission of GIS maps/outputs and submission of second technical report – must include minutes of meetings and pertinent data as discussed.
4. Final Report – minutes of meetings, must include recommendation on GIS mapping techniques

C. QUALIFICATIONS

1. Bachelor's Degree in Geography/Geodetic Engineering or related courses such as Civil Engineering, Urban Planning and Environmental Planning
2. A high-level of understanding on the following: QGIS, ArcGIS desktop and mobile
3. At least one-year work experience in a similar or related position
4. Proficiency in MS Office applications
5. Excellent communication, analysis and writing skills
6. Fluency in English (oral and written) is a requirement
7. Good interpersonal skills

D. DURATION OF WORK

The GIS expert will be reporting at the Department of Tourism for 4 months. He or she will be working directly with the Office of the Undersecretary for Tourism Regulation, Coordination and Resource Generation. However, given the scope of her deliverables and work, he or she will also be coordinating with other DOT offices including the regional offices and other national government agencies. Payment is based on the milestones reached provided that the deliverables were submitted within the given time period.

E. APPROVED BUDGET FOR CONTRACT

PHP 200,000.00 – inclusion of transportation, communication, meals, incidental and other expenses including government taxes that may be incurred in relation to the deliverables.

F. TERMS OF PAYMENT

- Government Procedure:

Milestones

- ☐ 1st Month: Submission of Inception Report – 25% and initial outputs
 - ☐ 2nd Month: Submission of First Initial Report - 25% and conduct of Training on GIS mapping
 - ☐ 3rd Month: Submission of outputs and Second – 25% Technical Report
 - ☐ 4th Month: Submission of Final Report - 25%
- _____ 100%

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Section, 351 Sen. Gil Puyat Avenue, Makati City

ELIGIBILITY REQUIREMENTS:

1. Class "A" Documents:

- a. Registration certificate from Securities and Exchange (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and
- b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the perspective bidders is located, or the equivalent for Exclusive Economic Zones or Areas; and

(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184

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

- c. Philgeps Registration Number
 - d. Latest Income/Business Tax Return (For ABCs above Php500K)
 - e. Professional License/Curriculum Vitae/Company Profile
 - f. List of completed and ongoing projects for government and private contracts.
 - g. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)
 - h. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
- Deadline for the submission of Quotation: on or before October 01, 2019 at 10:00 am

Created by John Paulo Samonte Francisco
Date Created 27/09/2019

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