



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6487141
Procuring Entity DEPARTMENT OF TOURISM
Title Development of the Philippine Sustainable Tourism Development Guidebook
Area of Delivery

Solicitation Number: 2019-09-0232	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	21/09/2019
Approved Budget for the Contract: PHP 300,000.00	Last Updated / Time	20/09/2019 16:42 PM
Delivery Period:	Closing Date / Time	24/09/2019 15:00 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

TERMS OF REFERENCE
Professional Consultancy Services
Development of the Philippine Sustainable Tourism Development Guidebook

I. BACKGROUND

The Philippine Sustainable Tourism Development Guidebook is a manual of references and checklist in connection with the framework, approaches, and measures on ensuring sustainable tourism development in the local setting. With the ASEAN Sustainable and Inclusive Tourism Assessment Tool (ASITAT), the Global Sustainable Tourism Council (GSTC) Criteria as its primary reference material, the Guidebook seeks to serve as the baseline standards for sustainable development in travel and tourism in the Philippines.

II. RESPONSIBILITIES / SERVICES

The consultancy shall include the provision of the following technical, facilitative, and advisory services:

- Review and evaluate key references and related literature as baseline data to be used in the development of the Philippine Sustainable Tourism Development Guidebook.
- Draft the guidebook as per the proposed outline and provide technical advisory on the design recommendation of the said guidebook.
- Review and identify benchmark destinations and practices on sustainable tourism development, to be incorporated in the guidebook.
- Design and facilitate the pilot-testing of the draft guidebook on the identified sites (tentatively, Banaue, Mountain Province; and Panglao, Bohol).
- In connection with the development of the guidebook, present during the seminar on the adaptive use of the ASITAT, in line with the ASEAN Tourism Committee Meeting (ATCM) on October 2019, in Boracay Island, Malay, Aklan the draft guidebook and process of its development, along with key learnings.
- Prepare the final full-text version of the guidebook in electronic formats.

III. DELIVERABLES

The consultancy service shall work towards the delivery of the following outputs:

Philippine Sustainable Tourism Development Guidebook with the proposed outline:

- Introduction
- Definition of Terminologies
- Related Literature
- Industry Situationer
- Conceptual Framework
- Benchmarks and Best Practices
- Checklist
- Case Studies (based on Pilot Sites)
- Recommendations
- References

IV. DURATION / TIMETABLE

The duration of the consultancy service is designed for a 12-week period starting with the signing of the contract. The detailed timeline is presented in the Gantt Chart below.

Activities Timetable (per week)

1 2 3 4 5 6 7 8 9 10 11 12

Contract Signing

Coordination with project manager on manual design, technical specifications, and methodologies

Review of primary references and supplemental resources

Drafting of the guidebook

Presentation of draft guidebook and feedback from project team

Incorporation of appropriate revisions / improvements

Presentation of draft guidebook ready for pilot-testing with appropriate testing mechanism (up to - Sustainable Tourism Development Checklist)

Pilot-testing on key sites: Banaue, Mountain Province; and Panglao, Bohol (tentative)

Processing and consolidation of pilot-test results and write-up of Case Studies

Presentation of draft guidebook (with recommendations) and feedback from project team

Delivery of full-text guidebook.

V. BUDGET

Total professional fee is P 300,000.00, inclusive of all taxes. The consultant/s shall be provided with economy airfare, accommodation and meals for workshops, meetings and presentations related to the development of the output that are held outside of Metro Manila.

VI. OTHER REQUIREMENTS:

1. Must be duly registered professional consultancy company / organization / network entity based in the Philippines.
2. Must have experience in research and in the development technical documents related to Sustainable Development Policies, Sustainable Consumption and Production, , Sustainability Reporting, Environmental System Management, and related topics. Bidder to submit company profile and completed / on-going projects.
3. To ensure the proper facilitation of the project, the DOT requires the submission of profiles and credentials of the project team to ensure compliance with the requirements.

VII. PAYMENT: Government Procedure

VIII. CONTACT DETAILS:

Mr. Jaime Victor Bayhonan
Senior Tourism Operations Officer
Policy Formulation and International Cooperation Division
459-5200 to 30 local 514
jsbayhonan@tourism.gov.ph

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 September 24, 2019 at 3:00 pm

Created by John Paulo Samonte Francisco

Date Created 20/09/2019

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