



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6933943
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of Consultant or Consulting Services for the Revision and Publication of the DOT Local Tourism Statistics Manual

Area of Delivery

Solicitation Number: 2020-03-0048	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
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	13/03/2020
Approved Budget for the Contract: PHP 100,000.00	Last Updated / Time	12/03/2020 13:34 PM
Delivery Period:	Closing Date / Time	16/03/2020 14:00 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

Project Name:

Procurement of the Services of Consultant or Consulting Agency for the Revision and Publication of the DOT Local Tourism Statistics Manual

I. Eligibility Requirements and Scope of Work:

A. Eligibility

1. Proponent can be one (1) individual or (2) group / company that can deliver the services or scope of work required by the project.
2. Proponent must have at least two (2) years' 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, process documentation and creation of manual.
3. Proponent must have at least two (2) years' experience in producing books or manuals. Works related to tourism and/or statistics is desirable.
4. Proponent must be willing to provide a portfolio of technical writing or research done or published. Works related to tourism and/or statistics is desirable. Inclusion of output as part of a group is accepted.
5. Proponent must be willing to provide references for validation and evaluation of proposal.
6. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.

B. Scope of Work

1. Revision of the 2012 Tourism Statistics Manual for Local Government Units including technical writing for improved methodologies, templates and processes. Manual will also include selected chapters from another manual entitled

2012 Tourism Development Planning Guidebook for LGUs.

2. Documentation of focus group discussions on the improvement of standard methodologies for inclusion on the manual.
3. Design lay-out of the revised manual, including graphic illustrations and other mechanicals.
4. Copy-editing and proofreading
5. Client Servicing

II. Requirements / Deliverables

A. 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 and publication 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.
10. Registration and Procurement of ISBN number from the Philippine National Library or authorized agency.

B. 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 for publication
7. Press-proof copy of Revised Manual, 2 copies
8. Edited Press-proof copy of the revised manual, 2 copies

III. Evaluation Procedure

The winning bid shall be selected NOT solely based on the amount of bid but the Department of Tourism Bids and Awards Committee (DOT-BAC) shall also consider the credentials or sample works.

The Lowest Calculated Bid (LCB) shall be post-qualified by the DOT-BAC to determine whether the bidder concerned complies and is responsive to all the requirements and conditions as specified in the bidding documents. If determined upon post qualification that the bidder with the LCB fails the other terms and conditions in these bidding documents, the DOT-BAC shall consider the bidder with the second LCB, and so on, to determine the Lowest Calculated and Responsive Bid (LCRB) for this bidding.

IV. Approved Budget for this project

One Hundred Thousand Pesos (Php 100,000.00) VAT – inclusive to be charged to the Office of Development Planning, Research and Information Management (OTDPRIM) GAA 2019 Continuing Funds.

V. Project Officers

Ramil S. Basuel
Senior Tourism Operations Officer

Sherwyn Renzo G. Ramirez
TOOII

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 / 0923 082 0834
Email Address: rsbasuel@tourism.gov.ph / sgramirez@tourism.gov.ph

Other Information

Eligibility Requirements:

1. Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
2. Latest Mayor's/Business Permit
3. Professional License/Curriculum Vitae
4. PhilGEPS Registration Number
5. Latest Income/Business Tax Return for ABC's above Php500, 000.00
6. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above Php50, 000.00
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.
8. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

Note:

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

For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

In the case of foreign consultants, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

5. The interested bidders are required to submit their eligibility requirements together with financial proposal in one (1) SEALED ENVELOPE, one (1) original copy and five (5) photocopies to be submitted on or before 16 March 2020 at 2:00 pm

Indicate the following at the back of it

RFP No:

Company Name:

Address to: Mr. John Paulo S. Francisco

Address: DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

Created by John Paulo Samonte Francisco

Date Created 12/03/2020

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