



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 8601020
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Consulting Services for the Development and Roll-Out of Gender and Development (GAD) Agenda and Framework

Area of Delivery

Solicitation Number:	RFP No. 2022 - 04 - 0037	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	13/04/2022
Approved Budget for the Contract:	PHP 620,000.00	Last Updated / Time	12/04/2022 13:27 PM
Delivery Period:	6 Month/s	Closing Date / Time	18/04/2022 12:00 PM
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
CONSULTANCY SERVICES FOR THE DEVELOPMENT AND ROLL-OUT OF GAD AGENDA AND FRAMEWORK

I. BACKGROUND

The Department of Tourism Gender and Development Focal Point System (DOT-GFPS) has been actively implementing Gender and Development (GAD) projects, activities, and programs in the different offices of the Department. DOT has also achieved major GAD outputs such as the Harmonized Gender and Development Guidelines for Tourism, established its own pool of GAD trainers and developed customized GAD training modules for its stakeholders.

DOT GFPS is now lodged under the Office of Special Concerns through Department Order No. 2021-026, the guideline for the reconstitution of the DOT GFPS. The guideline also emphasized the function of the DOT GFPS which is to promote gender responsiveness, gender sensitivity and gender equity among men and women in the DOT.

Pursuant to the Magna Carta of Women (MCW) and the country's commitment to achieve gender equality and women's empowerment (GEWE), PCW issued Memorandum Circular 2018-04 otherwise known as the Guidelines for the preparation of the Gender and Development Agenda on September 19, 2019. The GAD Agenda is the agency's framework and plan on gender mainstreaming and achieving women's empowerment and gender equality. It shall

serve as basis for the annual identification of programs, activities and projects (PAPs) to be included in the agencies' GAD Plans and Budgets (GPBs); provide the monitoring and evaluation (M&E) framework for assessing GAD results and outcomes; must be formulated in a participatory consultative and inclusive process; and consider results of gender analysis.

In 2019, DOT GFPS members attended the Philippine Commission on Women (PCW) Training Workshop on the formulation of GAD Agenda the output of which is a draft DOT GAD Agenda and Framework. To finalize the document, the GFPS included in the 2021 GAD Plans and Budget (GPB) programs for implementation, the formulation of DOT GAD Agenda and Framework. In order to implement and finalize the DOT GAD Agenda and Framework, the OSC intends to hire a service provider who is a GAD expert and at the same time has adequate knowledge about the tourism industry.

II. REQUIREMENTS

Consulting Service

1. GAD Consultant or any member of the Consultancy Team must have undergone training conducted by Philippine Commission on Women and has facilitated GAD related trainings such as Gender Sensitivity Trainings, Gender Analysis, Gender Mainstreaming, GAD Planning and Budgeting, especially workshops on GAD Agenda formulation or GAD Strategic Planning etc.
2. The GAD Consultant or at least one member of the Consultancy Team must be well acquainted with the different tourism programs implemented by national and regional offices. The GAD Consultant must be familiar with the dynamics of tourism sector and the programs implemented at the national and regional level as well as in dealing with tourism stakeholders.

III. SCOPE OF WORK AND DELIVERABLES

The Service Provider shall:

1. Conduct initial review of the draft GAD Agenda and Framework and submit report on initial findings;
2. Prepare presentations and workshop templates for the conduct of validation workshops in 16 regions.
3. Process workshop outputs and prepare Terminal report for submission to the Department within 10 working days after the conduct of the last workshop;
4. Finalize and package the GAD Agenda and Framework which shall include production of 50 units of GAD Agenda and Framework information brochure and corresponding video briefer;
5. Conduct roll out of GAD Agenda and framework to Luzon, Visayas and Mindanao via zoom
6. Coordinate preparations with the DOT GAD Agenda Planning Team and discuss updates and concerns during meetings.

The DOT-Office of Special Concerns/GFPS Secretariat shall:

1. Designate a counterpart team who will work closely with the Service Provider on the technical and administrative requirements of the project;
2. Provide technical inputs and pertinent data needed for the completion of the project;
3. Pay the project cost inclusive of mandatory taxes and in accordance with the agreed payment schedule.
4. The DOT-GFPS Secretariat shall ensure that all DOT Operating Units are well represented in the planning activities to be conducted.
5. The DOT-GFPS Secretariat shall ensure thru our Regional Offices the invitation and involvement of the tourism stakeholders during the formulation and finalization of the DOT GAD Agenda.

IV. OTHER CONDITIONS

1. The Department of Tourism may extend the completion deadline provided that the factors causing the delay are beyond the control of the winning service provider provided further that the concern is communicated to the Department of Tourism at least 15 days before the agreed completion date.
2. For the production of GAD Agenda and Framework information materials, the winning consultant or Consultancy Team shall engage suppliers that are capable of delivering quality outputs and shall bear all costs including professional fees or honorarium of talents.

V. APPROVED BUDGET AND CONTRACT

The approved budget for contract (ABC) for this engagement is P620,000.00 inclusive of all applicable government taxes and service charges:

VI. COMPLETION DATE

The project must be completed within six (6) months which shall be reckoned from the day following the receipt of the Work Plan duly approved by the DOT GAD Agenda Planning Team. Project activities may commence on the day following the signing of the service contract provided that such activities are included in the proposed Work Plan and are essentially required in the formulation of the DOT GAD Agenda and Framework. A work plan containing the details of the proposed schedule of activities shall be submitted by the service provider subject to the approval of the

DOT Office of Special Concerns.

VII. TERMS OF PAYMENT

Terms of payment shall be as follows:

Tranches Deliverables Subtotal

1st Tranche

(50% of the contract price) • Submission of the Report on the Initial Review of the Draft GAD Agenda and Framework

• Completion of on-line consultations in 16 regions (50%)

• Submission of Consultation- Workshop Terminal Report P310,000.00

Las Tranche

(50% of the contract price) Upon completion of remaining deliverables and submission of corresponding pertinent reports (50%) P310,000.00

Total P620,000.00

VIII. CONTACT DETAILS

- Ruth T. Elequin - Program Coordination and Implementation Division, Office of Special Concerns

Prepared by: Approved by:

Ruth T. Elequin, CTOO Director Carlos L. Magnaye
PCID, Office of Special Concerns Office of Special Concerns

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Procurement of Consulting Services for the Development and Roll-Out of Gender and Development (GAD) Agenda and Framework	1	Lot	620,000.00

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 (to be submitted prior to award)

Note: Kind submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 18 April 2022 at 12:00 pm. Late and unsigned proposals shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 12/04/2022

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