



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 9171004  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Consultancy Service for the ASEAN Tourism Climate Smart Network  
**Area of Delivery**

<b>Solicitation Number:</b>	2022-10-238	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	28/10/2022
<b>Approved Budget for the Contract:</b>	PHP 850,000.00	<b>Last Updated / Time</b>	28/10/2022 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	03/11/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

Procurement of Consulting Services for the preparation of a White Paper on ASEAN Tourism Climate SMART Network

##### I. PROJECT TITLE

White Paper on ASEAN Tourism Climate SMART Network

##### II. DATE OF IMPLEMENTATION

November 2022 to February 2023 (14-week period)

##### III. BACKGROUND AND RATIONALE

The Philippine Department of Tourism (PDOT) thru its position as a member of the Association of Southeast Asian Nations (ASEAN) National Tourism Organizations (NTOs), has actively led activities for developing strategic plans of action at the regional level thru the institutionalization of the ASEAN Tourism Strategic Plan (ASTP) 2011-2015 and the current regional tourism roadmap, the ASTP 2016-2025. Through these strategic plans, the PDOT has given leverage for a more advantageous roll-out of programs for the development of the Philippine tourism industry.

During the 8th meeting of the ASEAN Sustainable and Inclusive Tourism Development Committee, it has been

discussed that new programs shall be incorporated into the ASEAN Tourism Strategic Plan (ATSP) 2016-2025 as part of its midterm review. As a new activity, the Philippines proposed to improve the work plan to support climate change in tourism. This relates to the enhancement of tourism competitiveness in the region ensuring that the regional tourism strategy and its implementation are effective, timely, and moving towards the direction of innovative regional tourism cooperation. This activity will collaborate with relevant ASEAN bodies and stakeholders in the development of the ASEAN Climate SMART Tourism Network.

As a legal basis, per Section 12 (I) of Republic Act No. 9593 otherwise known as the Tourism Act of 2009, the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties. Likewise, the OTDPRIM is tasked to "conduct research and studies, disseminate all relevant data on tourism, monitor and analyze the socio-economic impact of tourism upon affected local communities and the nation to maximize the benefits of tourism throughout affected local communities and to avoid or mitigate possible negative impacts of the industry".

#### IV. BRIEF DESCRIPTION AND OBJECTIVES

The Department of Tourism (DOT) requires the services of a consultant / consulting firm to prepare a white paper for the development of the ASEAN Climate SMART Network of the ASEAN Tourism Strategic Plan (ATSP) 2016-2025

The preparation of the White Paper on the ASEAN Climate SMART Network seeks to:

1. Gather information on the latest issues and concerns in the tourism sector of the ASEAN in terms of environment conservation specifically related to climate change mitigation, adaptation, and resilience;
2. Identify together with the ASEAN Member States (AMS), the appropriate government agencies and offices, private sector associations, non-governmental organizations, and experts in the field of climate change and tourism, that is to be included in the network; and
3. Propose action programs for the network to pursue in order to support a more sustainable, inclusive and resilient tourism in the ASEAN.

#### V. DELIVERABLES OF THE CONSULTANT

1. Inception report and detailed work plan for the duration of the project;
2. Gathering of data for the studies through primary sources and literacy references;
3. Supplement data from the proxy sources in order to ensure the creation of a workable foundation for the study;
4. Coordination with relevant governmental institutions both local and regional (AMS) through tourism industry stakeholders, development partners, and other experts on the subject matter to aid in the gathering of pertinent information;
5. Facilitation and conduct of consultations with relevant stakeholders (be organized it physically or virtually);
6. Preparation of the White paper on ASEAN Tourism Climate Smart Network;
7. Presentation of the outputs to the DOT Management and concerned ASEAN Tourism Committee Meeting (April 2023); and
8. Project Completion Report

#### VI. SCHEDULE OF DELIVERABLES

The proposed schedule is planned for a 14-week period, ideally from November 2022 to February 2023. The weekly progression of the consulting services is shown in the table below.

##### Proposed Schedule Activity

- Week 1 Entry into a contract between the DOT and the Consulting Firm
- Week 2 Conduct preparatory meetings and work planning by the consultant
- Week 3 to 4 Submission of Inception Report with detailed project work plan, and approval by the DOT project team
- Week 5 Data gathering and validation of consultation tools
- Week 6 to 8 Conduct consultations with regional stakeholders through the ASEAN Member States
- Week 9 to 10 Submission of the draft report of the white paper on the ASEAN Tourism Climate Smart Network
- Week 11 Review and feedback from the DOT project team
- Week 12 Presentation to DOT Management
- Week 13 Submission of the Final Report on the white paper on the ASEAN Tourism Climate Smart Network
- Week 14 Submission of the project completion report and culmination of the study

#### VII. DOT'S RESPONSIBILITIES

1. Oversee and monitor the pre-work required prior to the conduct of the studies;

2. Provide the necessary documents and materials available to the DOT as needed by the consultants;
3. Assist in the invitation of identified resource entities;
4. Provide logistical arrangements for the participants, secretariat, and resource speakers during consultations, as needed;
5. Provide a secondary online platform (i.e., online video conferencing) to be made available in case of a hybrid-type of activity is preferred, as agreed upon by the consulting firm and the Department of Tourism; and
6. Adhere to the timeliness set according to the mutually agreed program schedules.

#### VIII. TERMS OF PAYMENT

As remuneration for services rendered, the consultant or consulting firm shall receive a professional fee in the amount of Eight Hundred Fifty Thousand Pesos Only (Php 850,000.00) inclusive of all taxes.

The consultancy firm must have a Land Bank of the Philippines (LBP) account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land Bank account, bank charges will be shouldered by the consultancy firm or the consultant.

DOT reserves the right to withhold all or a portion of payment if performance is deemed unsatisfactory if work/output is incomplete, not delivered, or failed to meet deadlines/s set; or if all other factors are in breach of the TOR.

The indicative scheme of payment is as follows:

##### % of Payment Deliverables

###### A. Milestone 1: Project Design

30% 1. Submission of Inception Report and Approved Project Work Plan

B. Milestone 2: Draft White Paper on ASEAN Tourism Climate Smart Network

30% 2. Submission of the Draft Final Report on the White Paper of the ASEAN Tourism Climate Smart Network

C. Milestone 2: Final White Paper on ASEAN Tourism Climate Smart Network

40% 3. Submission of the Final Report on the White Paper of the ASEAN Tourism Climate Smart Network

#### IX. CONSULTING FIRM'S SPECIFIC QUALIFICATIONS

1. Must possess at least two (2) years of experience in consultancy, the development of strategic plans and studies, and/or relevant engagements as a consulting firm or institution;
2. Areas of expertise include the development of tourism project proposals, sustainable tourism development, tourism planning, climate change adaptation and mitigation, and other related key areas;
3. Must have past/completed and/or current engagements in preparation of studies and strategic action plans, specifically for government agencies and international cooperation frameworks such as ASEAN, APEC, etc.;
4. Must present one (1) consultant/expert that would handle the above-identified fields of expertise in their proposal subject to the assessment and consideration of the DOT.

The project duration shall commence with the preparatory stage (to include brainstorming and approval of methodologies and design of the research) of 30 working days (define preparatory stage). The market development research shall run for a duration of 5 months which includes reports revision, report reviews, and submission to the DOT as well and submission of billing.

The project duration shall commence with the preparatory stage (to include brainstorming and approval of methodologies and design of the research) of 30 working days (define preparatory stage). The market development research shall run for a duration of 5 months which includes reports revision, reports reviews, and submission to the DOT as well and submission of billing

#### X. CRITERIA FOR RATING

##### RATING SHEET

CONSULTANCY SERVICES FOR THE CONDUCT OF A WHITEPAPER ON THE ASEAN CLIMATE SMART TOURISM NETWORK OF THE ASEAN TOURISM STRATEGIC PLAN (ATSP) 2016-2025

##### RATING SCORE

###### I. APPLICABLE EXPERIENCE AS THE CONSULTANT

A. No. of International/Regional (ASEAN, APEC, etc.) Tourism Strategic Plans, Sectoral Development Plans, or Action Plans developed (40 points)

1. 2 projects and above = 40

2. 1 project = 30

3. No completed International/Regional Strategic Plans = 0

B. Years of Experience in similar and related projects (20 points)

1. 10 years and above = 20

2. 5-9 years = 15

3. 3-4 years = 10

4. At least 2 years = 5

II. QUALIFICATION OF THE CONSULTANT/ASSIGNED PROFESSIONAL/S

A. Highest Educational Attainment (20 points) in a related field

- 1. Doctorate Degree = 20
- 2. Master's Degree = 10

B. Major Outputs or Publications (10 points)

(Outputs include: Adopted International Cooperation Strategic Plans, Policy Papers, White Papers, Regional Development Projects)

- 1. 3 outputs & above = 10
- 2. 2 outputs = 5
- 3. 1 output = 2

III. CURRENT WORKLOAD RELATIVE TO CAPACITY

Number of current workload/projects

- 1. 0-1 project = 10
- 2. 2-3 projects = 5
- 3. 4 & above = 2

TOTAL

60%

Note: Passing Rate is 70%. Rating is based on the qualifications and experiences of the consultant in relevant tourism projects on policy and planning.

XI. TERMS AND CONDITIONS

- 1. The prospective consulting firm shall submit the technical and financial proposals, in accordance with the procurement and administrative guidelines of the Department of Tourism (DOT);
- 2. Department of Tourism (DOT) shall have full ownership of all the data gathered and presented by the Consulting Firm; and
- 3. A non-disclosure agreement shall be executed between the Department of Tourism (DOT) and the hired Consulting Firm upon awarding the contract.

XII. PROJECT MANAGEMENT

The Policy Formulation and International Cooperation Division of the OTDPRIM shall serve as the project management team.

=====  
Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

=====

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Consulting Services for the ASEAN Tourism Climate Smart Network	1	Lot	850,000.00

**Other Information**

HE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

with details such as:

Name of the Bidder/Company:  
Address of the Bidder/Company:  
Title of the Project:  
RFQ No. 2022-10-238

-----

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:  
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: Kindly submit your quotations together with your eligibility requirements to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before (THURSDAY) 03 November 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman  
**Date Created** 27/10/2022

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.