



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9234897
Procuring Entity	DEPARTMENT OF TOURISM - NCR
Title	PROCUREMENT OF CONSULTANCY SERVICES FOR DOT UNIVERSITY 2.0: MASTERCLASS ON DESTINATION STEWARDSHIP
Area of Delivery	Metro Manila

Solicitation Number: NCR-2022-11-009 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Consulting Services Category: Consulting Services Approved Budget for the Contract: PHP 994,000.00 Delivery Period: 2 Day/s Client Agency:	Status	In-Preparation
	Associated Components	1
	Bid Supplements	0
	Document Request List	0
	Date Published	16/11/2022
	Last Updated / Time	15/11/2022 13:04 PM
	Closing Date / Time	21/11/2022 09:00 AM
Contact Person: Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

Description

i. BACKGROUND & PROJECT DESCRIPTION

In the wake of the COVID-19 crisis, Travel and Tourism has a real opportunity to help drive recovery and fulfill its potential as a key sector in our transition towards a greener and more equitable society and economy. To do so, tourism stakeholders must be destination stewards, and ask not what our destinations can do for us but what we can do for our destinations.

"Destination stewardship" is an approach that balances and meets the needs of a destination and its communities and operates with legitimacy and consent under a participatory governance model. It requires a clear mandate, good knowledge and data and the identification of mutual interests and priorities, particularly between the public and private sectors.

In recent years there has been a growing need for, and interest in, greater stewardship, accelerated during the COVID crisis, and driven by factors including, among others, the increase in sustainability awareness and requirements, smarter tourism development and management for both tourists and residents, a rising call for social inclusion, new enabling technologies, a growing need for resilience and increasing governmental interest in destination governance. However, progress towards destination stewardship is by no means assured; it is imperative to ensure that sustainability does not fall from the priority list once normal operations resume. A reset based on structural changes to how tourism is governed can help protect our future from that eventuality.

To succeed, destination stewardship requires full public-private community collaboration. In line with this endeavor, the Department of Tourism – National Capital Region (DOT-NCR) through its Industry Manpower Development Unit under the Tourism Industry Skills Program (TISP), will conduct the "DOT University 2.0: Masterclass on Destination Stewardship" for the Tourism Officers in the National Capital Region. It aims to support destination stakeholders in assessing their current context and the pathway towards a greener and more equitable society and economy. Furthermore, it will elevate participants' skills and knowledge to meet global standards espoused by the Global Sustainable Tourism Council.

II. OBJECTIVES

- To support destination stakeholders in assessing their current context and the pathway towards a greener and more equitable society and economy;
- To help participants identify sustainable tourism concepts, ideas, and present case studies and best practices in different countries;
- To support stakeholders to come together to debate and scrutinize how tourism is managed in a way that meets the needs of the destination, casting new light on the barriers and opportunities;
- To elevate participants' skills and knowledge to meet global standards espoused by the Global Sustainable Tourism Council
- To give tourism officers a better understanding how changes in governance structures could support greater destination stewardship.
- To give destination stakeholders a chance to be a certified sustainability professional that will be awarded by Global Sustainable Tourism Council.

Gender Development Objectives:

- Promote equal opportunities for men and women to receive training and be employed in the tourism industry;
- Targeting some 45% women participants.

III. TARGET PARTICIPANTS

Tourism Officers and Members of Association of Tourism Officers in the National

Capital Region (ATO-NCR)

IV. METHODOLOGY

- Presentations / Lecture
- Case study references

V. PROPOSED COURSE OUTLINE

Day 1

Module 1: Economic Sustainability

Module 2: Social Sustainability

Day 2

Module 3: Cultural Sustainability

Module 4: Environmental Sustainability

VI. LEGAL BASIS

• The Tourism Act of 2009 otherwise known as RA 9593 says that "The State declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socio-economic growth and cultural affirmation to generate investment, foreign exchange, and employment and to continue to mold and enhance the sense of national pride for all Filipinos."

• Our country's tourism roadmap, the National Tourism Development Plan (NTDP) 2016-2022 envisions to "Develop a globally competitive, environmentally sustainable and socially responsible tourism industry that promotes inclusive growth through employment generation and equitable distribution of income thereby contributing to building a foundation for a high trust society."

• Consistent with the Philippines' commitment to the United Nations' Sustainable Development Goals (SDGs), and in accordance with the National Economic Development Authority's (NEDA) 2040 Vision, the NTDP 2016-2020 commits itself to embody its three pillars of economic development, social equity and environmental protection in the

formulation of the Plan's strategic directions that include improving competitiveness and enhancing growth; and pursuing sustainability and inclusive growth.

VII. REQUIREMENTS FOR SUPPLIERS

I. Must be an Integrated, multi-platform marketing communications & Tourism Consulting Agency with track record of servicing government and private institutions, a member of Global Sustainable Tourism Council

II. With experience in Tourism Development and with a capacity to apply international tourism criteria to Philippine landscape as per required in this capacity building program.

III. Duly registered Philippine company with appropriate government agency;

IV. With significant experience working with top industry human resource and talents and universal brands, utilizing

state of the art equipment to produce premiere quality content;

V. Highly experience in producing contents that are of value to Filipinos in the academic, lifestyle and business audience specifically the dynamic audience of today.

VI. Must be accredited with and a Platinum member of the Philippine Government Electronic Procurement Systems (PhilGEPS);

VII. Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;

VIII. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;

IX. With office in Metro Manila.

VIII. SCOPE OF WORK/DELIVERABLES

1. Sourcing of international speaker and trainer from Global Sustainable Tourism Council including professional fees, travel expenses, board and lodging, and new normal travel requirement (if needed).

2. Longlisting/Shortlisting of Fellows including setting appropriate categories and qualifications;

3. Alignment of pedagogical objectives with the subject matter expert and academic partner;

4. Provision for Course Certificates provided by the academic partner to be received by the fellows upon completion of the learning event;

5. Training Needs Analysis, Identification of target beneficiaries, learning gaps, Identification of priority topics and appropriate subject matter expert;

6. Module Design and Development, Selection of Fellows, Coaching and peer to-peer learning needs;

7. Sourcing and liaising with partner brands and academic partner institutions including payment of fees;

8. Sourcing of moderator capable of handling masterclasses and high-level of discourse including payment of professional fees, travel expenses, board and lodging, and new normal travel requirements (if needed);

9. Preparatory production meetings, to include lease of venue with holding rooms for guests and members of the DOT-NCR secretariat, and excess payment in cases of overtime in ingress and egress;

10. Create and manage social media postings, boosting, and promotions;

11. Provide tokens, destination Stewardship Capstone Plaques and souvenirs;

12. Facilitate the two (2) days masterclass from November 28 – 29, 2022;

13. Provision of transportation logistics for the project secretariat/staff/speakers, including overtime pay, parking fees, and meals of the transportation provider;

14. Provide meals such as lunch, dinner and snacks during the masterclass;

15. Provide pre/post-test, ensure that participants accomplish the registration form, attendance sheet, and feedback forms/link, and encode results;

16. Submit final documentation, proceedings, forms of the training program, modules/presentation, and seminar materials;

17. Provide production of 3-minuter video inclusive of script writing, 2-cam setup at site and post-production works;

18. Targeted Enrollment Promotions (invitations, posters, promotional video, social media promotions, save the date and on-the-day poster, sponsored ads, confirmation)

19. Drafting of speeches, continuity script, captions, letters, media releases;

20. Provision for Lights & Sounds/Staging/Camera Set-up & Technical Requirements/Music;

21. Technical Run; speaker's & moderator confirmation & rehearsal/direction;

22. Submission of Terminal Reports (standard template and comprehensive) complete the recommendations, SWOT analysis, or learner's response assessment (pre- and post-test results) within 15 days after the completion of the masterclass.

APPROVED BUDGET FOR THE CONTRACT PHP 994,000.00 (Nine Hundred Ninety Four Thousand Pesos Only)

VI. RESERVATION CLAUSE The Department of Tourism – National Capital Region shall reserve all rights to every captured content (photo and video - both raw and processed digital files from the project. Only legitimate offices and media platforms of DOT-NCR will be allowed to publish and reproduce said materials.

VII. QUALIFICATION AND REQUIREMENTS OF BIDDERS/SUPPLIERS

1. Must be an Integrated, multi-platform marketing communications & Tourism Consulting Agency with track record of servicing government and private institutions, a member of Global Sustainable Tourism Council

2. With experience in Tourism Development and with a capacity to apply international tourism criteria to Philippine landscape as per required in this capacity building program.
3. Duly registered Philippine company with appropriate government agency;
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7. Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;
8. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;
9. With office in Metro Manila.

VIII. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit
2. PhilGEPS Platinum Certificate
3. Latest Income/Business Tax Return
4. Original and Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. Company profile including CV of officers and key staff
6. Proof of previous engagements with DOT Offices and/or Government Agencies of similar projects

TERMS OF PAYMENT PARTICULARS/ MILESTONES PAYMENT TERMS

Submission of the following documents: ·

Proposed Program Design and Concept · Module / Course Outline and Presentation · Implementation Timeline 1st Tranche: 15% Upon completion of the deliverables Final Payment : 85%

OTHER TERMS AND CONDITIONS Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

Contact person/s:

1. Elaine S. Villanueva – Tourism Operations Officer
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2. Precious Yvette S. San Miguel – Tourism Operations Officer
pssanmiguel@tourism.gov.ph

Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) sets – 1 original copy IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on November 21, 2022 at 9:00am

Created by Lawrence Jacosalem Alcantara

Date Created 15/11/2022

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