



Request for Proposal RFQ NP-SVP 2023-03-188: Consulting Services for the Establishment of the Department of Tourism (DOT) Privacy Management Program and Creation of Data Privacy Manual

Dear **Sir/Ma'am**,

The Office of the Assistant Secretary for Tourism Regulation, Coordination, and Resource Generation (OAS-TRCRG) of the Department of Tourism (DOT) has the requirement for **Consulting Services for the Establishment of the Department of Tourism (DOT) Privacy Management Program and Creation of Data Privacy Manual**.

Attached is a copy of the approved Terms of Reference (TOR) for the complete details of the requirements.

Please note that the following Documentary Requirements are also required to be submitted together with your price quotation/proposal:

1. Valid Mayor's/Business Permit,
2. Professional License/Curriculum Vitae,
3. PhilGEPS Registration Number,
4. Income/Business Tax Return, and
5. Notarized Omnibus Sworn Statement (OSS).

The **deadline** for the submission of the price quotation/proposal is on or before **28 March 2023 (Tuesday), 03:00 p.m.**

Thank you.



DATA PRIVACY CONSULTANCY SERVICES

TERMS OF REFERENCE

I. PROJECT DESCRIPTION

The project aims to engage the services of a Consultant to assist the agency in complying with the requirements of the Data Privacy Act by assessing the agency's processes, systems, technology and other information system that may be deemed vulnerable and may contribute risk in the implementation of data protection and security. The project will involve the establishment of Privacy Management Program, creation of Data Privacy Manual as well as the provision of capacity training and seminars, documentations, risk assessment and recommendation that will improve the agency's security and protection.

II. OBJECTIVES

This project aims the following:

1. To establish policy, guidelines, and standards to govern the Data Privacy Governance
2. To assess and make necessary recommendations on the existing system of the agency particularly on the systems and processes involving data collection
3. To formulate a Data Privacy Manual
4. To ensure compliance with applicable laws and regulations on data privacy

III. SCOPE OF WORK/SERVICES

	Scope of Works/Services	Description
1	Kick-off Meeting, presentation of Project Management Implementation Plan	Must provide an Implementation Plan on how to accomplish the project, which includes timelines
2	Establishment of Data Privacy Management Program	Must be able to assist in the establishment of Data Privacy Management Program compliant with the Data Privacy Act
3	Evaluation and assessment of the current systems involving data collection	Must assess and evaluate the procedures and system being used by the agency Must be able to provide recommendation to enhance data protection and security of the systems and procedures
4	Facilitate the conduct of Data Privacy Awareness through orientation, training, seminars	Must be able to provide Awareness Seminar Program to DOT employees
5	Conduct of Privacy Impact Assessment, Formulation and Approval of PIA Report	Must be able to accomplish and/or improve the organization's existing Personal Data Inventory



		Must provide assessment and inventory of the organization's Data Processing Systems, whether manually or automated generated
6	Registration of Data Processing Systems	Assist in the drafting the required documents for the registration of data processing systems
7	Creation of Data Privacy Manual	Must be able to formulate a Data Privacy Manual appropriate for the agency Formulation of Breach Management Procedures Formulation of Privacy Data Protection Measures
8	Assessment on the agency's compliance with Data Privacy-related requirement	Assessment and evaluation of the current practices and systems involving data collection Recommendation to improve and enhance current practices
9	Compliance with other Data Privacy-related legal requirements	Provide assistance in complying with other Data Privacy-related requirements

IV. KEY OUTPUTS/TIMETABLE

1 st Month from the time of the award and/or signing of contract	<ul style="list-style-type: none"> - Review and assess the processes and systems of DOT and provide recommendations in relation to data protection and security - Conduct DPA Briefings and orientations (employees, process owners, data handlers) - Enhance and/or establish the DPO Structure, Roles and Responsibilities (include COPs) - Registration to NPC (Phase 1) - Include "Quick wins" Implementation of Privacy Notices on collection points - Build the inventory of Systems and Processes - Build Data Mapping (Personal Data Process Flow)
2 nd Month	<ul style="list-style-type: none"> - Establish the Breach Response Procedure - Threshold analysis on inventory of systems and processes (include Privacy Risk Score) - Conduct of Privacy Impact Assessment with Capacity Building and preparatory activities





3 rd Month	<ul style="list-style-type: none"> - Populate Risk Register Summary and management sign offs - Post-assessment report on Risk Register and recommended Data Protection Measures /controls - Registration to NPC (Phase 2)
4 th Month	<ul style="list-style-type: none"> - Submission of Data Privacy Manual and Templates (based on recommended controls and policies after PIA) and consolidated procedures on data protection for each Department.

*Timeline may be subject to change as agreed upon by the parties

V. REQUIREMENTS and CRITERIA

1. **Qualification and Requirements.** The consultant must have the following minimum requirements:

- a. Must be a Filipino Consultant, or consultancy firm owned by a Filipino Citizen, based in the Philippines
- b. Experience
 - Minimum of five (5) years of consulting experience in Data Protection
 - Must have assisted government agencies or private companies in relation to Data Privacy Compliance
 - Must have completed Data Privacy Consultancy Service and have formulated Data Privacy Manual of at least one (1) government agency or two (2) private companies for the last five (5) years
- c. The team assigned to the project must satisfy the following:
 - The consultant must have a team with at least three (3) members assigned to the project
 - A member of the team assigned to the project must have data privacy project experience for at least three (3) years and/or has been handling compliance with the requirements of the Data Privacy Act for the same period
 - One (1) member must be a lawyer with experience in the formulation of Data Privacy Manual

The team assigned to the project must have a Certified Data Protection Officer and a team member with ISO/IEC 27001 Information Security Management System (ISMS) Certification

 - One member must have been conducting local data protection trainings for at least three (3) years
- d. Current workload related to capacity
 - Two (2) team members is handling none or one (1) data protection project for a company

VI. DURATION OF ENGAGEMENT AND APPROVED BUDGET OF THE CONTRACT

The engagement of Consultant shall be for period of four (4) months from the time of the receipt of the Notice of Award (NOA) with the total approved budget of **Php 980,000.00.**



VII. CONTACT PERSON

Contact Person : **Atty. Jeri Grantosa**
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