

## **TERMS OF REFERENCE**

**PROJECT:** Consultancy Services for Wildlife Encounter/Fishing Assessment in Kalayaan Islands, Palawan

**DATE:** October 16 – 23, 2023 (Date of Assessment)

**Objectives:**

1. To assess the location, services, activities, and establishments existing in the Kalayaan Group of Island's (KIG) tourism industry; and
2. Conduct of birdwatching and other wildlife, tourism site, and activity assessment on the following islands: Lawak and Pag-Asa

### **I. Scope of Service**

The service provider should be able to provide an in-depth birdwatching and other wildlife assessment on three islands of the municipality of Kalayaan specifically in Lawak and Pag-Asa islands with the following specifications:

#### **A. General Requirements**

- Consultant/s should have a post Graduate Degree in at least any of the following fields: Tourism, Biology/Zoology, Economics, Public Administration, Urban and Regional Planning, as well as a degree in a field of direct relevance to the project;
- Must have at least three (3) years of national or regional experience in the preparation of tourism plans, strategies, frameworks, or roadmaps;
- Must have formulated two (2) tourism-related development plans for any national government agency or local government unit;
- Excellent organizational and coordination skills;
- Based in NCR or MIMAROPA Region;
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Consultancy Services must be based in NCR or MIMAROPA Region

#### **B. Documentary Requirements** (to be submitted upon submission of quotation)

- Brief background of the company;
- Curriculum vitae of the members;
- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, as applicable;
- Mayor's permit issued by the city or municipalities where the principal place of business of the prospective bidder is located;
- Valid PhilGEPs Registration Certificate;
- Omnibus Sworn Statement;
- Tax Clearance;

- Alien certificate of registration card (applicable for foreign nationals);
- Alien employment permit (applicable for foreign nationals); and
- Working VISA (applicable for foreign nationals)

### **C. Specific Requirements**

- The team shall be composed of 6 members with the following background:
  - At least 3 to 4 members are technically trained and have an experience in tourism development or a degree in a field of direct relevance to the project;
  - At least 1 member should have relevant experience in photography and videography;
  - At least 1 or 2 members have relevant experience in Geophysical, and Mapping survey;
- Final output should be available 45 working days after the assessment and must include the following:
  - Provision of a comprehensive tourism site assessment and wildlife population specifics aligned with the existing local plans of Palawan Council for Sustainable Development (PCSD) or Local Government Units;
  - Provision of biological and wildlife observation at the time of the assessment;
  - Provision of narrative and virtual representation of potential wildlife and tourism activities;
  - Identification of Voluntourism and wildlife encounter activities;
  - Provision of recommendations and investment plan for tourism development;
  - Provision of full videography and photography of selected tourism sites and its unique selling propositions;
  - Videos, photos, soft copy of report, and other files should be placed in a 1TB external hard drive;
  - Final report should be book bound in 10 copies.
  - Final report and output should be delivered to Department of Tourism Regional Office IV-B (MIMAROPA) with address, 2/F 351 Sen. Gil Puyat Avenue, Makati City, Metro Manila.

## **II. DELIVERABLES AND TIMELINE**

- A. Conduct of Site Assessment  
*October 16 – 23, 2023*
- B. Submission and presentation of first draft of the Wildlife Encounter/Fishing Assessment to the Regional Office (printed and digital copy)  
*25 working days after the dive assessment*
- C. Presentation of revised draft to Local Government Units  
*15 working days after the first draft submission*

- D. Publication and printing of ten (10) copies of the Wildlife Encounter/Fishing Assessment (printed and digital copy)  
*5 working days after the presentation/finalization of draft*

### **III. LOGISTICS:**

#### **A. Service Provider**

1. Shall provide camera equipment needed for the activity

#### **B. DOT Regional Office IV-B (MIMAROPA)**

1. Shall provide land, air, and water transportation for the whole duration
2. Shall provide food and accommodation for the whole duration of the stay
3. Shall shoulder roundtrip airfare with 20kg baggage allowance per person. An excess of baggage made on the actual flight shall be borne by the service provider.

### **IV. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **FOUR HUNDRED FIFTY-SEVEN THOUSAND NINE HUNDRED NINETY PESOS ONLY (₱457,990.00)** inclusive of all government taxes and charges. The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

### **V. PAYMENT SCHEMES**

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

### **VI. CONTACT PERSON**

#### **MARC RAMIRO R. ORTIZ LUIS**

Tourism Development Division, DOT MIMAROPA  
(02) 8459-5200 loc. 119 | 0917-716-0305