



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 10446639  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Consulting Services for the MINDANAO EXPERIENCE: A Muslim-Friendly Travelogue  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-12-800	<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>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Consulting Services	<b>Date Published</b>	23/12/2023
<b>Approved Budget for the Contract:</b>	PHP 700,000.00	<b>Last Updated / Time</b>	23/12/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	27/12/2023 12:00 PM
<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

##### MINIMUM REQUIREMENTS

- Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS);
- Must not have pending project deliverables with the Department of Tourism on or before opening of the bids;
- Must possess technical expertise in Halal and Muslim Friendly Tourism concepts
- Must provide a Gantt Chart detailing all the activities and milestones as per the stated timetable according to the design accepted by the Project Team;
- Must provide periodic updates and progress reports to the Project Team;
- Must attend regular coordination meetings with the Project Team as well as special meetings that may be called related to the project;
- Must provide a team of content writers to develop and produce informative, well researched, and engaging content for the travelogue;
- Must provide a soft copy of the design and layout of the travelogue. The design should be visually appealing, and the layout should be user-friendly;
- Must provide a production team that will produce images and content for the travelogue. The images and social media content should be high-quality and should showcase the beauty of the Philippines;
- Must coordinate with the local community together with DOT personnel from the areas to conduct a substantial study;
- Must have experience and in producing high quality and industry standard publications; including experience in editorship, content generation, photography design, art direction, and printing;
- Must be proficient in Halal Culinary Arts and Gastronomy, Muslim Friendly Accommodation, and Mindanao Textiles.

SPECIFICATIONS / SCOPE OF WORK / DELIVERABLES

Consultancy Services

- a) Digital editable copy of three (3) volumes of the Muslim-Friendly Travelogue that will feature the Muslim-friendly recognized accommodation, Halal culinary, and Mindanao Textile, which shall be 15-pages, 5.5in x 8.5in (width x height).
- b) High-quality images for the travelogue
- c) Terminal Report and recommendations for improvement of the project
- d) Distribution and marketing plan for the travelogue
  - i. Social Media Posts
  - ii. PR posts in partnership with travel bloggers

**Other Information**

Kindly submit your Proposal (with timeline, plan, approach and methodology) and the following eligibility documents on or before 27 December 2023, 12 p.m., to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph), to wit:

- 1 Registration Certificate
- 2 Mayor's Permit
- 3 PhilGEPS Registration Number
- 4 Latest Income Tax Return (for ABC above PhP500,000.00)
- 5 List of Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.
- 6 Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff
- 7 Statement of the Prospective Bidder of all its going 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
- 8 Omnibus Sworn Statement
- 9 Company Profile (with organizational structure)

**Created by** Norjannah P Lucman

**Date Created** 22/12/2023

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