

TERMS OF REFERENCE

I. BIDDER : **Consultancy/ Research/ Training Firm/ Company/ Institution**

II. PROJECT TITLE : **Development of Strategic Framework for Sports Tourism**

III. IMPLEMENTATION PERIOD : **2nd Quarter to 3rd Quarter 2024**

IV. BACKGROUND

Presently, Sports in the Philippines has been gradually gaining momentum in the tourism industry. With our country's track record of successfully hosting international sports events, strategically aligning with major sporting events and programs, it demonstrated expertise in leveraging sporting events to develop sports tourism, drive economic growth, and create memorable experiences for participants and spectators alike.

The Office of Film and Sports Tourism is targeting to develop a sports tourism strategic framework. This framework will be used to clearly identify sports events and programs in the Philippines that present prime opportunities for attracting spectators and sports organizations. By identifying key sports events and programs, the framework will provide a roadmap for effectively capitalizing on the synergy between sports and tourism destinations in different regions.

V. OBJECTIVES

At the end of this project, the following should have:

- Identify the list of major annual sports events in the Philippines, sports tourism products, sports policies, and target markets;
- Record strategies to establish the domestic and international sports tourism value chain to enhance the visibility and attractiveness of the Philippines as a sports tourism destination;
- Identify venues for support and partnership between the private sector and the government, particularly the DOT and its partner agencies/institutions in positioning the Philippines as a sports tourism destination both in the domestic and in the global market.
- Align the Strategic directions and framework to the directives of the Philippine President and NTDP 2023-2028.

VI. SCOPE OF WORK AND DELIVERABLES

Deliverable	Timeline
A. Inception Report with a detailed timeline of project activities;	Fifteen (15) days from receipt of Notice to Proceed (NTP)
B. Situational Report on the following: a) Current Status of the Sports Tourism Industry; b) Inventory of annual Sports Events in the Philippines; c) Model of Sports Tourism Site- Philippine destinations and other countries d) International Sports Tourism Markets (existing and emerging); e) Key issues, challenges, and opportunities in the development of sports tourism; and f) Sports events policies, involving the	11/2 Months from receipt of Notice to Proceed (NTP)

understanding and implementation of guidelines in any sports events	
C. First Draft generated from data and inputs, assessments for the Sports Tourism (<i>subject to approval</i>)	2 months from receipt of Notice to Proceed (NTP)
D. Second Draft generated from data and inputs, assessments, consultations, and focus group discussions from private and public Sports Stakeholders (<i>subject to approval</i>)	4 months from receipt of Notice to Proceed (NTP)
E. Final Output subject to approval, printed in six (2) copies and digital format	5 ½ months from receipt of Notice to Proceed (NTP)

VII. INDICATIVE COST AND REMUNERATION

The project will approximately cost **Nine Hundred Twenty-Four Thousand Four Hundred Ninety-Nine Pesos Php 924,499.00** including taxes and other fees. Logistical requirements such as airfare, accommodation, meals and arrangements for consultations, data gathering, and report generation shall be borne by the consultants

Payment for remuneration shall be made following the following tranches:

- Initial Fee (40% of the total) upon delivery and approval of Deliverable A, B, and C.
- Last Fee (60% of the total) upon delivery and approval of Deliverable D and E.

Note: The contracting party / consultant agrees that the project shall be governed by, and construed in all respects in accordance with the existing laws, rules and regulations of the Republic of the Philippines. Dispute resolutions shall likewise be governed and conducted within the Republic of the Philippines.

VIII. DOCUMENTS AND ELIGIBILITY REQUIREMENTS:

The consultant/s or research agency shall be eligible for the following qualifications:

- a. Bidder has two (2) or more years' experience in providing technical assistance for sports-related or product/market-related projects, and or advocacies.
- b. Must have five (5) or more years of extensive national experience in the preparation of tourism plans, strategies, frameworks, or roadmaps; experience in developing public use-based and tourism- based products and services.
- c. Experience in working with government institutions as well as civil society/private organizations.
- d. Sound knowledge and understanding of tourism industry, and best national and global practices in sports tourism development.
- e. Must be registered/accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).

**** Note: Bidders must meet minimum eligibility requirements.**

Once qualifications are met, interested parties may submit their Curriculum Vitae (CV) and a copy of related projects.

IX. CRITERIA FOR RATING

Eligibility Check and Shortlisting Criteria for Rating

Applicable Experience of the Consultant – 70 pts.

Qualification of Personnel Assigned – 30 pts.

CRITERIA	POINTS
I. APPLICABLE EXPERIENCE OF THE FIRM/COMPANY (50)	
Years of professional experience in providing technical assistance for sports-related or product/market-related projects, and or advocacies	
1.1 Two (2) or more years of experience = 20	
2.1 One year or less than one year of experience = 15	
3.1 No experience = 0	
Number of national plans/projects, roadmaps, frameworks/ strategies/ formulated for international/ national government agency or local government unit; ; experience in developing public use-based and tourism- based products and services	
1.2 Five (5) or more years of experience = 30	
2.2 Three years or less than three years of experience = 20	
3.2 No experience = 0	
II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB (30)	
Years of experience in research and facilitating consultations/research	
1.3 Five (5) or more years of experience = 15	
2.3 Three years or less than three years of experience = 10	
3.3 No experience = 0	
Years of experience involved in national/regional strategic/development plan	
1.4 Five (5) or more years of experience = 15	
2.4 Less than five years of experience = 10	
3.4 No experience = 0	
III. APPROACH AND METHODOLOGY (20)	
Compliance with the deliverables required by the end user	
1.5 80% to 100% of deliverables required by the end user are manifested on the proposal of the consultancy firm = 20	
2.5 60% to 79% of deliverables required by the end user are manifested on the proposal of the consultancy firm = 15	
3.5 50% of deliverables required by the end user are manifested on the proposal of the consultancy firm = 10	
4.5 Proposed other strategies outside the TOR that can further the goals of the project without additional cost to the proposed budget = 5	
GRAND TOTAL	
PASSING RATE <i>*70% based on the qualifications set by the end user</i>	

CONTACT PERSON

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Approved by:


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Director

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