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Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 8266892
Procuring Entity DEPARTMENT OF TOURISM
Title Consulting Services for the Development of APEC Tourism and Economic Development Framework and Work Plan in Gender and Development

Area of Delivery

Solicitation Number:	2021-12-184	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	5
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Consulting Services	Date Published	04/12/2021
Approved Budget for the Contract:	PHP 495,000.00	Last Updated / Time	04/12/2021 00:00 AM
Delivery Period:		Closing Date / Time	07/12/2021 12:00 PM
Client Agency:			
Contact Person:	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

TERMS OF REFERENCE

Consulting Services

Development of APEC Tourism and Economic Development Framework and Work Plan in Gender and Development In connection with the Program on APEC Women and Youth Empowerment in the Travel and Tourism Industry

I. Background

The Asia-Pacific Economic Cooperation (APEC) is a regional economic forum established in 1989 to leverage the growing interdependence of the Asia-Pacific. APEC's 21 Member Economies are the United States; Australia; Brunei Darussalam; Canada; Chile; China; Hong Kong; Indonesia; Japan; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; The Philippines; Russia; Singapore; Republic of Korea; Chinese Taipei; Thailand; and Viet Nam

aim to create greater prosperity for the people of the region by promoting the following principles of development:

Balanced - such as the simultaneous growth for the various sectors;

Inclusive - it means giving opportunities for economic participants during economic growth with benefits incurred by every section of society;

Sustainable - focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs;

Innovative – such as introducing new ideas and concepts to promote and support the economy; and

Secure Growth – enhancing the economic growth

The Philippine Department of Tourism (PDOT) with its current program on gender and development strongly promotes gender equality and women empowerment. This is aligned with the Sustainable Tourism and Economic Growth of the APEC Tourism Working Group Strategic Plan 2020-2024 under priority number four. The program aims to develop APEC Tourism and Economic Development Framework and Work Plan in Gender and Development, promote gender equality and empower women and young children, and strengthen sustainability and inclusivity of women and children in economic growth.

II. Stakeholder Respondents

The PDOT's target the following participants from the tourism industry:

Development of the APEC Tourism and Economic Development Framework and Work Plan in Gender and Development.

Representatives from the APEC Member Economies

APEC Secretariat

Philippine Commission on Women

Philippine Tourism Stakeholders Representatives (may be coursed through the Tourism Congress of the Philippines)

Stakeholders to be involved in the launch/presentation

Representatives from the APEC Member Economies

APEC Secretariat

National Government Agencies (NGA)

Non-Government Organization (NGO)

Local Government Units (LGU)

Academe

Tourism Private Stakeholders (eg. Travel and tour operator, tour guides, etc.)

Vulnerable Groups (eg. PWDs, etc.)

III. Requirements:

The PDOT is in need of a consultant with specialization on gender and development and accredited by the Philippine Commission on Women (PCW). The consultant must have handled international relations programs and activities and provided consultancy services for a minimum of 3 years in gender and development.

In this regard, the consultant shall draft the Project Proposal for Self-Funded Activity with a Terms of Reference (TOR) in connection with the conduct of APEC Women and Youth Empowerment in Travel and Tourism Industry. The TOR will be reviewed and approved by the APEC Member Economies through the APEC Secretariat.

A. Scope of Service

Conduct of research and data gathering on sex disaggregated info in the APEC.

Benchmarking and identification of best practices in gender and development focused on tourism and economic development, and on policies and programs that promotes and strengthen sustainability and inclusivity program for women and youth in tourism and economic growth within the APEC.

Conduct of regional consultation activities to support the development of the APEC Women and Youth Empowerment in Travel and Tourism Industry. Consultation Sessions will be coordinated through the APEC Secretariat and organized using the relevant online teleconferencing platform.

Conduct and facilitation of the focus-group discussion (FGD) sessions in support to thematic outcomes that shall be identified in the framework.

Formulation of the Tourism and Economic Development Framework and Work Plan in Gender and Development.

Reporting of the outcomes of the study to the DOT GAD Focal Point System and during the information dissemination forum to be conducted by the DOT in Q1 of 2022.

Submission of Terminal Report and Communication Plan to support the promulgation and implementation of the Framework and Work Plan.

B. Deliverables

Project Proposal for Self-Funded Activity with Terms of Reference for the APEC Women and Youth Empowerment

in Travel and Tourism Industry (in APEC Prescribed Format).
APEC Tourism and Economic Development Framework and Work Plan in Gender and Development.
Project Terminal Report and Communication Plan.

Indicative Project Timetable:

(please see attached TOR for the Indicative Project Timetable)

IV. Total Amount for the Project:

As remuneration for services rendered, the consultant or consulting firm shall receive a professional fee in the amount of FOUR HUNDRED AND NINETY-FIVE THOUSAND PESOS (PHP 495,000.00) inclusive of all applicable taxes.

The consultant or consultancy firm must have a LandBank of the Philippines (LBP) account. Payment will be made through LBP bank deposit. In case the service provider does not have a LandBank account, bank charges will be shouldered by the payee.

DOT reserves the right to withhold all or a portion of payment if performance is deemed unsatisfactory, if work/output is incomplete, not delivered or failed to meet deadline/s set; or all other factors in breach of the TOR.

V. Completion Date: February 2021

VI. Payment: Government Procedure

VII. Contact Details:

Prepared by: Approved by:

Ms. Mylene D. Talana Mr. Jaime Victor S. Bayhonan
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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Consulting Services for Development of APEC Tourism and Economic Development Framework and Work Plan in Gender and Development	1	Lot	495,000.00

Other Information

The winning bid shall be determined based on the proposal with the most advantageous financial package cost and responsive to the Eligibility and Technical Expertise; provided that the amount of the bid does not exceed the above total budget.

In addition to the PROPOSAL/BID, the following are the REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

(Eligibility Requirements)

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area, In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.
3. For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be

submitted, in lieu of DTI registration and Mayor's/Business permit.

4. PhilGEPS Registration Number

5. Latest Income/Business Tax Return (For ABC above PhP500, 000.00) Professional License/Curriculum Vitae;

6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data;

7. Statement of the prospective bidder of all its ongoing 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. (See attached Annexes TD 1 & 2);

8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

*Please indicate breakdown in presenting your financial bid; stating the amount in words and in figures. In case of discrepancies between:

- (a) bid prices in figures and in words, the latter shall prevail;
- (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail;
- (c) stated total price and the actual sum of prices of component items, the latter shall prevail;
- (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.

Created by Norjannah P Lucman

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