

## REQUEST FOR PROPOSAL

**BID ID No. 60341**

The Department of Tourism – Policy Formulation and International Cooperation Division (PFICD), thru its Bids and Awards Committee (BAC), intends to procure Consultancy Services for the Preliminary Activities of the Midterm Review of the ASEAN Tourism Strategic Plan 2016 - 2025 through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The details of the procurement project is indicated in the table below:

### TERMS OF REFERENCE

#### Consultancy Services for the Preliminary Activities of the Midterm Review of the ASEAN Tourism Strategic Plan 2016-2025

##### I. Background and Rationale

- Section 12 of Republic Act (RA) Number 9593 mandated the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) of the Department of Tourism (DOT) to: Pursue the Department's interests in multilateral, international, and regional tourism cooperation, agreements and treaties.
- Consistently, in the Implementing Rules and Regulations (IRR) of the same law, the OTDPRIM thru the International Relations Division (currently Policy Formulation and International Cooperation Division or PFICD) is mandated to: (a) pursue, together with the appropriate offices, the Department's interests in multilateral, international and regional as well as bilateral tourism cooperation, agreements and treaties; (b) formulate negotiating positions in coordination with relevant government agencies and tourism stakeholders to ensure consistency with the national policies and industry's interests; (c) develop strategic plan on enhancing the benefits and gains as well as strengthen the institutional mechanism to carry out the arrangements for agreed cooperation and treaties; (d) provide technical assistance to the Department's negotiating panel and representatives to international organizations, agreements and treaties; and (e) coordinate, monitor and evaluate the implementation and impacts of tourism cooperation, agreements and treaties.
- In pursuant of the above, the Philippine Department of Tourism (PDOT) thru its position as member of the Association of Southeast Asian Nations (ASEAN) National Tourism Organizations (NTOs), has actively led activities on developing strategic plans of action in the regional level thru the institutionalization of the ASEAN Tourism Strategic Plan (ATSP) 2011-2015 and the current regional tourism roadmap, the ASTP 2016-2025. Through these strategic plans, the PDOT has given leverage for a more advantageous roll-out of programs for the development of the Philippine tourism industry.
- In 2016, the Philippines assumed chairmanship of the ASEAN Sustainable and Inclusive Tourism Development Committee (ASITDC) which steered the sustainable tourism development agenda in the regional level and to which the national strategies on developing the same have been aligned to.
- For the year 2020 to 2022, the Philippines has taken up the chairmanship of the ASEAN Tourism Competitiveness Committee (ATCC) wherein the role of the PDOT as the convener of the committee tasked on planning, designing and implementing the programs and projects related to the enhancement of tourism competitiveness in the region includes ensuring that the regional tourism strategy and its implementation is effective, timely and moving towards the direction of an innovative regional tourism cooperation.

## **II. Services and Responsibilities**

The consultancy shall include the provision of the following technical, facilitative, and advisory services:

- a.) Conduct a preliminary review of the accomplishments of the ATSP 2016-2025 in relation to the implemented strategic programs<sup>1</sup> and relevant activities as baseline data of the regional cooperation's performance in carrying out the strategies indicated in the plan,
- b.) Develop the baseline Mid-Term Review (MTR) document of the ATSP 2016- 2025 based on the findings with relevant recommendations for the consideration of the ASEAN NTOs<sup>2</sup>,
- c.) Develop the Terms of Reference for the services to be acquired in relation to the facilitation of the NTOs Retreat for the MTR, and
- d.) Prepare a report to the ASEAN Tourism Competitiveness Committee the results of the preliminary evaluation and propose the next steps leading to the review and realignment of the plan<sup>3</sup>.

## **III. Output/s**

The consultancy service shall work towards the delivery of the following outputs:

- a.) Baseline Document of the MTR of the ATSP 2016-2025 with Draft Revised Work Plan containing the following: a. Review of the ASEAN Tourism Cooperation Scorecard on the Implementation of the ATSP 2016-2025,
- b.) Analysis of Initial Findings on the Issues and Concerns in the Implementation of Action Program and Relevant Activities and its Impacts to the Regional Tourism Development,
- c.) Realigned and updated Action Programs and Projects based on the proposed programs for prioritization and new initiatives by the ASEAN Member States (AMS)<sup>4</sup>, and
- d.) Consideration of strategies or programs for regional tourism recovery post COVID19

1 Scorecard based on the accomplishment per action program to be provided by ASEAN Secretariat

2 To be discussed during the NTOs' Retreat on 14 October 2020 (proposed date)

3 As outlined in the output baseline document which includes the new and existing initiatives (programs/projects)

4 Based on the result of a survey as submitted by AMS on programs for prioritization and new initiatives for incorporation to the ATSP 2016-2025

b) Terms of Reference for Consultancy Services for the facilitation of the NTOs Retreat for the MTR of the ATSP 2016-2025 and Drafting of the Final Version of the revised document, which includes:

- a. Responsibilities and Scope of Work,
- b. Deliverables, and
- c. Qualification Requirements.

## **IV. Duration / Timetable**

The duration of the consultancy service is designed for a two-month period starting with the signing of the contract, ideally first week of October, until the delivery of the final output before the NTOs Retreat as scheduled and post-activity calibration.

## **V. Budget**

The total budget of Php 500,000.00, to be paid in whole upon submission of outputs: (1) Inception Paper and Terms of Reference, and (2) Draft Revised ATSP 2016-2025 Work Plan. The expenses of the consultant including economy airfare, accommodation and meals for workshops, meetings and presentations related to the development of the output that are held outside of Metro Manila (including international activities), if and only when applicable, forms part of the total professional fee.

**VI. Other Requirements:**

1. Must have professional experience in handling international and regional tourism development planning and program development supported by the outputs of such previous and current programs facilitated.
2. Must have experience in research and development of technical documents related to Tourism Planning and Development, Tourism Strategic Planning, International Tourism Cooperation Programs, and related topics. Bidder to submit professional or company profile on completed / on-going projects. (Final Outputs / Summary Reports must be submitted for documentation)
3. To ensure the proper facilitation of the project, the PDOT requires the submission of profiles and credentials of the professional with his/her project team, if applicable, to ensure compliance with the requirements.

**VII. PAYMENT: Government Procedure**

**VIII. CONTACT DETAILS:**

**Mr. Jaime Victor Bayhonan**

Senior Tourism Operations Officer

Policy Formulation and International Cooperation Division

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## 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.

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.

3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
5. 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.
8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Deadline for the submission of proposal is on or before 30 September 2020 at 2:00 pm

Kindly submit your proposal thru email [psfrancisco.logistics@yahoo.com](mailto:psfrancisco.logistics@yahoo.com) or [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph)