



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6381336
Procuring Entity DEPARTMENT OF TOURISM
Title Development of the Philippine Sustainable Tourism Development Guidebook
Area of Delivery

Solicitation Number: 2019-08-0178 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Consulting Services Category: Consulting Services Approved Budget for the Contract: PHP 500,000.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	4
	Bid Supplements	0
	Document Request List	0
	Date Published	09/08/2019
	Last Updated / Time	08/08/2019 10:39 AM
	Closing Date / Time	13/08/2019 10:00 AM
	Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com	

Description

TERMS OF REFERENCE
 Professional Consultancy Services
 Development of the Philippine Sustainable Tourism Development Guidebook

I. BACKGROUND

The Philippine Sustainable Tourism Development Guidebook is a manual of references and checklist in connection with the framework, approaches, and measures on ensuring sustainable tourism development in the local setting. With the ASEAN Sustainable and Inclusive Tourism Assessment Tool (ASITAT), the Global Sustainable Tourism Council (GSTC) Criteria as its primary reference material, the Guidebook seeks to serve as the baseline standards for sustainable development in travel and tourism in the Philippines.

II. RESPONSIBILITIES / SERVICES

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

- Review and evaluate key references and related literature as baseline data to be used in the development of the Philippine Sustainable Tourism Development Guidebook.
- Draft the guidebook as per the proposed outline and provide technical advisory on the design recommendation of the said guidebook.
- Review and identify benchmark destinations and practices on sustainable tourism development, to be incorporated in the guidebook.
- Design and facilitate the pilot-testing of the draft guidebook on the identified sites (tentatively, Banaue, Mountain Province; Puerto Princesa, Palawan; Panglao, Bohol; and Lake Sebu, South Cotabato).
- In connection with the development of the guidebook, present during the seminar on the adaptive use of the ASITAT, in line with the ASEAN Tourism Committee Meeting (ATCM) on October 2019, in Boracay Island, Malay, Aklan the draft guidebook and process of its development, along with key learnings.
- Prepare the final version of the guidebook in electronic and print-ready formats.

g) Prepare a communication and training module on the usage of the guidebook intended for local tourism stakeholders.

III. DELIVERABLES

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

1. Philippine Sustainable Tourism Development Guidebook (with layout in electronic and print-ready format and Philippine ISBN registered)

Proposed Outline:

- Introduction
- Definition of Terminologies
- Related Literature
- Industry Situationer
- Conceptual Framework
- Benchmarks and Best Practices
- Checklist
- Case Studies (based on Pilot Sites)
- Recommendations
- References

2. Supplemental communication and training module on the usage of the Guidebook intended for local tourism stakeholders

IV. DURATION / TIMETABLE

The duration of the consultancy service is designed for an 18-week period starting with the signing of the contract. The detailed timeline is presented in the Gantt Chart below.

Activities Timeline (per week)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Contract Signing

Coordination with project manager on manual design, technical specifications, and methodologies

Review of primary references and supplemental resources

Drafting of the guidebook

Presentation of draft guidebook and feedback from project team

Incorporation of appropriate revisions / improvements

Presentation of draft guidebook ready for pilot-testing with appropriate testing mechanism (up to - Sustainable Tourism Development Checklist)

Pilot-testing on key sites: Banaue, Mountain Province; Puerto Princesa, Palawan; Panglao, Bohol; and Lake Sebu, South Cotabato (tentative)

Processing and consolidation of pilot-test results and write-up of Case Studies

Presentation of draft guidebook (with recommendations) and feedback from project team

Finalization of draft guidebook with layout design (incorporating revisions and improvements, if any)

Submission of deliverables (guidebook and training module) and acceptance

V. BUDGET

Total professional fee is P 500,000.00, inclusive of all taxes. The consultant/s shall be provided with economy airfare, accommodation and meals for workshops, meetings and presentations related to the development of the output that are held outside of Metro Manila.

VI. OTHER REQUIREMENTS:

1. Must be duly registered professional consultancy company / organization / network entity based in the Philippines.
2. Must have experience in research and in the development technical documents related to Sustainable Development Policies, Sustainable Consumption and Production, Climate Change Mitigation and Adaptation, Sustainability Reporting, Environmental System Management, and related topics. Bidder to submit company profile and completed / on-going projects.
3. To ensure the proper facilitation of the project, the DOT requires the submission of profiles and credentials of the project team to ensure compliance with the requirements.

VII. PAYMENT: Government Procedure

The professional fee shall be paid in two (2) tranches following completion of milestones based on end user acceptance as indicated below:

- Tranche 1: 50% of total contract amount upon completion of the milestone "Pilot-testing on Key Sites"
- Tranche 2: remaining 50% of total contract amount upon delivery of final outputs

VIII. CONTACT DETAILS:

Mr. Jaime Victor Bayhonan
Senior Tourism Operations Officer
Policy Formulation and International Cooperation Division
459-5200 to 30 local 514
jsbayhonan@tourism.gov.ph

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Section, 351 Sen. Gil Puyat Avenue, Makati City

ELIGIBILITY REQUIREMENTS:

1. Class "A" Documents:

a. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent document for Exclusive Economic Zones or Areas; and

(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184

For individual consultants not registered under a sole proprietorship, a BIR Certification of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit; and

** For methods of procurement requiring Mayor's Permit and PHILGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

b. Philgeps Registration Number

c. Latest Income/Business Tax Return (For ABCs above Php500K)

d. Professional License/Curriculum Vitae/Company Profile

e. List of completed and ongoing projects

f. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)

g. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before August 13, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 08/08/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.