



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6815328
Procuring Entity DEPARTMENT OF TOURISM
Title Consultancy Services for the Formulation of Bataan National Park Investment and Business Plans

Area of Delivery

Solicitation Number: 2020-01-0011 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 550,000.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	4
	Bid Supplements	0
	Document Request List	0
	Date Published	25/01/2020
	Last Updated / Time	24/01/2020 09:59 AM
	Closing Date / Time	28/01/2020 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

REQUEST FOR PROPOSAL

Date: 24 January 2020
 RFP No: 2020 - 01 - 0011

Name of Consultant/Consulting Firm:

Address:

Contact No:

Email Address:

TIN:

PhilGEPS Registration No:

The Department of Tourism – Office of Tourism Development Planning, Research and Information Management (OTDPRIM), thru its Bids and Awards Committee (BAC), intends to procure Consultancy Services for the Formulation of Bataan National Park Investment and Business Plans 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 Formulation of Bataan National Park Investment and Business Plans

I. Background

The National Ecotourism Strategy and Action Plan (NESAP) 2013-2022 provides the roadmap for ecotourism development and promotion in the Philippines with the overall goal to develop and manage globally competitive ecotourism sites and products that will contribute to inclusive growth. Based on the Strategy, three sites were identified to be developed as ecotourism model sites. One of the selected sites for development under Public-Private Partnership (PPP) approach is Bataan National Park (BNP).

In November 2015, a composite team of Department of Tourism (DOT) and Department of Environment and Natural Resources (DENR) technical staff conducted initial site assessment of BNP. A follow-up site assessment together with an ecotourism consultant was organized in June 2016. Following these assessments, the formulation of high quality visitor-oriented ecotourism activities in consideration of the carrying capacity of the National Park was recommended.

In this regard, facilitating ecotourism development in BNP will require the services of a consultant to formulate business and investment plans to identify, develop and package business and investment opportunities in BNP. The said plans will take into account the management plan of the BNP and other pertinent laws that govern the management of Protected Areas (PA). Likewise, the business and investment plans shall adhere to the PPP development framework agreed by the National Ecotourism Steering Committee.

II. Legal Basis

The DOT is mandated to implement tourism programs and projects in partnership with national government agencies, local government units, and industry stakeholder under RA 9593 (Tourism Act of 2009). Under the Tourism Act, the Department is tasked to extend technical assistance on tourism development planning for the benefit of both the public and private sector.

III. Objective

Managing PAs requires resources. One of the identified strategies to fund the conservation of the natural resources of the Park is the development of ecotourism activities. The BNP business and investment plans will provide the financial scheme to meet the goals and objectives laid out in the PA's Ecotourism Management Plan. This strategy is also envisioned to provide benefits to local communities, visitor satisfaction, and to develop linkages with various stakeholders for possible funding and partnership.

Aside from facilitating ecotourism development within BNP, the business and investment plans will also be model of PPP development for ecotourism sites in other PAs.

IV. Scope of Work

The Consultant shall perform the following activities:

- a) Review existing reports and documents related to ecotourism investment and business development in PAs, national parks, or other similar areas;
- b) Conduct rapid assessment of the proposed ecotourism sites/areas within BNP for possible PPP investment;
- c) Conduct meetings, interviews, focused group discussions, or other means of consultation/information gathering with concerned communities, local government units (LGU), national government agencies, management and staff of the BNP, tourism associations, non-government organizations and other stakeholder groups to elicit ideas, opinions, and concerns related to PPP-based ecotourism development and investment in the BNP;
- d) Conduct an analysis of ecotourism market trends and other strategic opportunities for ecotourism and recreation development in the BNP;
- e) Identify business opportunities within BNP, and prepare business plan/s (outlining industry analysis, product/service design, market profile, competitive analysis, organization and management, and finance);
- f) Conduct risk assessment/analysis, and identify appropriate strategies to address them;
- g) Explore alternative modalities of public-private partnership (PPP) investment in the proposed business opportunities;
- h) Prepare institutional framework between BNP and private sector, and provide recommendations for maximizing community engagement and inclusive growth;
- i) Prepare an investment promotions plan for marketing the public-private partnership-based investment opportunities in Bataan National Park.

V. Deliverables and Timeline

Deliverable Timeline

A. Inception Report detailing activities and timetables (work program) of the project as well as the approach/methodology to be utilized

One week from receipt of Notice to Proceed (NTP)

B. Situational Report*

a. Situational Assessment of BNP

- Tourism Products
 - Tourism Transportation and Infrastructure
 - Tourism Market
 - Key issues, challenges, bottlenecks and gaps in ecotourism development
- b. Ecotourism investment and business development in PAs, natural parks, and other similar areas
- c. Institutional framework between BNP and private sector
- d. Business and investment opportunities in BNP

Two months from receipt of Notice to Proceed (NTP)

C. 1st Draft BNP Business and Investment Plans, printed and submitted in digital format. Three months from receipt of Notice to Proceed (NTP)

D. Final Draft BNP Business and Investment Plans, printed and submitted in digital format. Four months from receipt of Notice to Proceed (NTP)

VI. Working Arrangements

- a. Engagement shall begin upon receipt of Notice to Proceed until Approval of the Final Draft (tentative January 2020 to May 2020).
- b. The DOT shall designate a project officer who will work closely with the Consultant regarding the technical and administrative requirements of the project, including monitoring of the progress of project activities.
- c. All related activities and interaction by the Consultant with DOT and DENR officials and employees, including BNP stakeholders, must be done in coordination with the DOT project officer for documentation and monitoring purposes.
- d. The Consultant shall render deliverables on the agreed timeline.
- e. All data, materials, reports and outputs are considered property of the agency and shall be formally turned over by the Consultant to the DOT project officer alongside Deliverable D (V. Deliverables and Timeline, page 3). Use of outputs from this engagement requires prior approval from the DOT.
- f. All information gathered and provided shall be treated with utmost confidentiality. In the event that confidentiality is proven breached, the Consultant is held liable and a case in the proper court of law shall be filed.
- g. Payment shall be made upon the Consultant's satisfactory completion of the milestones/key outputs.

VII. Approved Budget for the Contract

The consultancy fee is Five Hundred and Fifty Thousand Pesos (Php550, 000.00) inclusive of all applicable government taxes, payable in tranches based on the submitted milestone report on send-bill arrangement (Government Procedure):

- 1st Tranche Payment (30% of the total) upon acceptance of Deliverable A
- 2nd Tranche Payment (30% of the total) upon acceptance of Deliverable B
- 3rd Tranche Payment (20% of the total) upon acceptance of Deliverable C
- Last Tranche Payment (20% of the total) upon acceptance of Deliverable D

The DOT shall provide coordination requirements per request of the Consultant. All expenses relative to this project shall be borne by the Consultant.

VIII. Document and Eligibility Requirements

The consultant/s shall be eligible on the following qualifications:

- a. Post Graduate Degree in at least any of the following fields: Tourism, Economics, Public Administration, Urban and Regional Planning, Business Administration, Recreation, Parks Development, or a degree in a field of direct relevance to the project.
- b. Must have at least four (4) years of professional work experience related to the practice of the abovementioned fields, including at least eight (8) man-months of actual expert services in the last ten (10) years.
- c. Must have formulated two (2) tourism-related business or investment plans for any national government agency or local government unit.

Interested parties may submit their Curriculum vitae (CV), a copy of related projects and proposed work plan.

The Terms of Reference (TOR) and shortlisting rating sheet are attached for your guidance and reference.

Eligibility Requirements:

1. Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
2. Latest Mayor's/Business Permit
3. Professional License/Curriculum Vitae
4. PhilGEPS Registration Number
5. Latest Income/Business Tax Return for ABC's above Php500, 000.00
6. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above Php50, 000.00
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.
8. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

Note:

In case of recently expired Mayor's/Business Permit, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government.

For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

In the case of foreign consultants, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our proposal/s for the item as follows:

Financial Offer:

Please provide your proposal in the table below. The information stated below shall be the basis for the evaluation and calculation of your proposal, and does not reflect the guaranteed price.

Project Name:

Approved Budget for the Contract (ABC) Your Quotation

PhP550, 000.00

TERMS AND CONDITIONS

1. The bidders shall provide correct and accurate information required in this form.
2. The price proposal/s must be valid for a period of thirty (30) calendar days from the date of submission of bids.
3. The price proposal/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. The proposals exceeding the Approved Budget for the Contract (ABC) shall be disqualified.
5. The award of contract shall be made to the Lowest Calculated and Responsive Bid (LCRB) in case of Goods and Infrastructure Projects or Highest Rated and Responsive Bid (HRRB) in case of Consulting Services which complies with the minimum technical specification and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.
7. The items/services shall be delivered according to the requirements specified in the Terms of Reference.
8. In case of two or more bidders are determined to have submitted the Highest Rated and Responsive Bid (HRRB), the DOT-PMD shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay.
10. In case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affair in the Philippines.
11. Must be willing to provide services on a send-bill arrangement.

INSTRUCTIONS:

1. Accomplish this RFP correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any of the mandatory requirements will disqualify your proposals.
4. Failure to follow these instructions will disqualify your entire bid.
5. The interested bidders are required to submit their eligibility requirements together with financial proposal in one (1) SEALED ENVELOPE, one (1) original copy and five (5) photocopies to be submitted on or before 28 January 2020 at 10:00 am.

Indicate the following at the back of it

RFP No:

Company Name:

Address to: Mr. John Paulo S. Francisco

Address: DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

Note: This template is not mandatory. The bidders can create their own proposal.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address

SHORTLISTING RATING SHEET
CONSULTANCY SERVICES FOR THE FORMULATION OF
BATAAN NATIONAL PARK INVESTMENT AND BUSINESS PLANS
Score

I. EXPERT REQUIREMENTS (50)

A. Years of professional work experience in Tourism, Economics, Public Administration, Urban and Regional Planning, Business Administration, Recreation, Parks Development, or in a field of direct relevance to the project = (20)

1. Seven (7) or more years of experience = 20
2. Five to six (5-6) years of experience = 15
3. Four (4) years of experience = 10
4. Less than four (4) years of experience = 0

B. Number of man-months of actual expert services in the last ten (10) years related to Tourism, Economics, Public Administration, Urban and Regional Planning, Business Administration, Recreation, Parks Development, or in a field of direct relevance to the project = (10)

1. Twelve (12) or more man-months = 10
2. Eight to ten (8-11) man-months = 5
3. Less than eight (8) man-months = 0

C. Number of tourism-related investment or business plans formulated for any national government agency or local government unit = (20)

1. Four (4) or more projects completed = 20
2. Three (3) projects completed = 15
3. Two (2) projects completed = 10
4. Less than two (2) projects completed = 0

II. TASK-RELATED QUALIFICATIONS (30)

A. Years of experience in research and facilitating consultations/workshops = (20)

1. Seven (7) or more years of experience = 20
2. Five to six (5-6) years of experience = 15
3. Four (4) years of experience = 10
4. Less than four (4) years of experience = 0

B. Years of experience involved in national/regional development = (10)

1. Six to seven (6-7) years of experience = 10
2. Four to five (4-5) years of experience = 5
3. Less than four (4) years of experience = 0

III. CURRENT WORKLOAD (20)

A. Number of on-going consultancy projects (20)

1. 1 on-going project = 20
2. 2 or more on-going projects = 10
3. 4 on-going projects = 0

GRAND TOTAL

*Note: Passing Score: 75%

Created by John Paulo Samonte Francisco

Date Created 24/01/2020

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