



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 6486882  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Focus Group Discussion (FGD) and Workshop on the Crafting of the PCSSD Implementing Rules and Regulations (IRR)

#### Area of Delivery

<b>Solicitation Number:</b> 2019-09-0231 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Consulting Services <b>Category:</b> Consulting Services <b>Approved Budget for the Contract:</b> PHP 500,000.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>	Pending	
	<b>Associated Components</b>	4	
	<b>Bid Supplements</b>	0	
	<b>Document Request List</b>	0	
	<b>Date Published</b>	21/09/2019	
	<b>Last Updated / Time</b>	20/09/2019 16:08 PM	
	<b>Closing Date / Time</b>	24/09/2019 14:00 PM	
	<b>Contact Person:</b> 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

I. BIDDER : Consultant

II. PROJECT : Focus Group Discussion (FGD) and Workshop on the Crafting of the PCSSD Implementing Rules and Regulations (IRR)

III. MINIMUM REQUIREMENTS :

- Must be willing to provide services on send – bill arrangement;
- Must be PHILGEPS registered;
- Must be an established practitioner in the Philippine tourism industry;
- Must have a minimum of at least 5 to 10 years of experience on training and organizational development;
- With existing reputable clients' base;
- Proof of knowledge on strategic planning, tourism planning, and innovation strategy at the national and international levels;
- Should be able to deliver scope of work and provide a program that meets the objective;
- Must have knowledge on legal bases/laws in the Philippines;
- Must present presentation program to the PCSSD prior to the workshop;
- Proposed program cost is within the approved budget.
- Facilitators must provide three (3) people to assist in the conduct of the focus group discussion proceedings and preparation of the workshop report, as follows:
  - Time keeper: one staff
  - Documentation and training support: one staff
  - Scuba Diver consultant: Must at least be a dive instructor, with proof of between 5 to 10 years of scuba dive experience/certification, and must be from a reputable scuba certifying agency.

IV. BACKGROUND/OBJECTIVE :

In line with the mandate of the Philippine Commission on Sports SCUBA Diving (PCSSD) to formulate rules,

regulations, safety standards and operating procedures for the development of the country as a premier diving area in Asia, the Commission will be conducting an FGD and workshop for the Board of Trustees and key stakeholders.

The purpose of said activity is to update and craft a relevant IRR for the industry which will be presented to the dive stakeholders for its eventual ratification, adoption and implementation.

The services of a consultant-facilitator are needed for this workshop to draw out knowledge and insight from participants, using skills, tools, and exercises to keep the group discussions moving efficiently and on topic.

- No. of Pax : 30 pax
- Date/Period covered : 15 to 18 October 2019
  - 15 October 2019: Check in/Preparation
  - 16 and 17 October 2019: Focus Group Discussion proper
  - 18 October 2019: Check out
- Destination : Manila

#### V. SCOPE OF WORK:

The consultant-facilitator working with the PCSSD will undertake the following tasks:

1. Moderate, and facilitate the FGD with the PCSSD Board of Trustees
2. Advise and agree with the PCSSD workshop organizers on the process to be applied in the conduct of the FGD;
3. Design the appropriate program, processes/modules for the FGD & workshop leading to the desired outputs;
4. Presentations to include theories, benchmarks and models;
5. Produce the workshop summary/terminal report in hard copies and electronic format; and
6. Review and evaluate the technical inputs from the focus group discussion.

#### VI. EXPECTED OUTPUTS :

- 10 October 2019, Wednesday: Present the workshop program to the PCSSD which includes:
  - o Monitoring framework for measuring achievement of program goals, objectives, and outputs;
  - o Strategic plan that will reflect effective IRR crafting, validation, ratification and adoption for presentation to stakeholders;
- 16 and 17 October 2019, Wednesday and Thursday: Focus group discussion proper:
  - o Well-managed workshop generating participation from all attendees;
  - o Inputs to the development of the IRR;
- 30 October 2019, Wednesday: Submission of workshop report and IRR to the PCSSD, summarizing the process, main outcomes, and evaluation made by the participants and incorporating into the IRR.

#### VII. BUDGET :

- Total budget for this project is Php 500, 00.000
- Budget coverage includes the payment for program design, diagnostics, and workshop report. Other physical and technical requirements will be provided by PCSSD.

#### VIII. TERMS OF PAYMENT :

- Government Procedure- Charged to the PCSSD
- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by the service provider.

#### IX. CONTACT PERSON :

- Contact Person : Anne Barnuevo/Rachelle Yoro
- Contact Number : (02) 524 2242 or (02) 459-5200 local 510
- Email Address : anne.barnuevo@divephilippines.com.ph  
rachelle.yoro@divephilippines.com.ph
- Office : Philippine Commission on Sports SCUBA Diving

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. Registration certificate from Securities and Exchange (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and
- b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the perspective bidders is located, or the equivalent 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

- c. Philgeps Registration Number
- d. Latest Income/Business Tax Return (For ABCs above Php500K)
- e. Professional License/Curriculum Vitae/Company Profile

f. List of completed and ongoing projects for government and private contracts.

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

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

Deadline for the submission of Quotation: on or before September 24, 2019 at 2:00 pm

**Created by** John Paulo Samonte Francisco

**Date Created** 20/09/2019

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