



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 7842693
Procuring Entity DEPARTMENT OF TOURISM
Title CONSULTING SERVICE FOR THE DOT GAD AGENDA AND FRAMEWORK AND ROLL OUT VIA ZOOM

Area of Delivery

Solicitation Number: 2021 - 07 - 0075	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	5
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Consulting Services	Document Request List	0
Category: Consulting Services	Date Published	15/07/2021
Approved Budget for the Contract: PHP 620,000.00	Last Updated / Time	14/07/2021 07:02 AM
Delivery Period: 6 Month/s	Closing Date / Time	19/07/2021 12:00 PM
Client Agency:		
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
 CONSULTING SERVICE FOR THE DOT GAD AGENDA AND FRAMEWORK
 AND ROLL OUT VIA ZOOM

I. BACKGROUND

The Department of Tourism GAD Focal Point System (DOT-GFPS) had been actively implementing GAD projects, activities and programs in the different offices of the Department. DOT have also developed major GAD outputs such as the Harmonized Gender and Development Guidelines for Tourism, its own GAD trainers and training modules.

DOT GFPS is now under the Office of Special Concerns through Department Order 2021-026, Reconstitution of the DOT GFPS. The DOT GFPS shall promote gender responsiveness, gender sensitivity and gender equity among men and women in the DOT.

Pursuant to the Magna Carta for Women (MCW) and the country's commitment to achieve gender equality and women's empowerment (GEWE), PCW issued Memorandum Circular 2018-04 known as the Guidelines for the preparation of the Gender and Development Agenda on September 19, 2019. The GAD Agenda is the agency's framework and plan on gender mainstreaming and achieving women's empowerment and gender equality. It shall serve as basis for the annual formulation of programs, activities and projects (PAPs) to be included in the agencies' GAD Plans and Budgets (GPBs); provide the monitoring and evaluation (M&E) framework for assessing GAD results and outcomes and be formulated in a participatory consultative and inclusive process; consider results of gender

analysis.

In 2019 DOT GFPS members have participated in the PCW Training Workshop on the formulation of GAD Agenda and formulated a draft DOT GAD Agenda and Framework and in the 2021 GPB programs, formulation of DOT GAD Agenda and Framework is included as one of the programs for implementation. In order to implement and finalize the DOT GAD Agenda and Framework, the OSC seeks to hire a service provider that is a GAD expert and at the same time knows the Tourism industry.

II. REQUIREMENTS

Consulting Service

1. GAD Consultant or the Consultancy Team must be trained by Philippine Commission on Women and has facilitated GAD related trainings such as Gender Sensitivity Trainings, Gender Analysis, Gender Mainstreaming, GAD Planning and Budgeting, especially workshops on GAD Agenda formulation or GAD Strategic Planning etc.
2. Must be well acquainted with the different tourism programs implemented by national and regional offices. The GAD Consultant or the Consultancy Team must be familiar with the dynamics of tourism sector and the programs implemented at the national and regional level as well as in dealing with tourism stakeholders.

III. SCOPE OF WORK AND DELIVERABLES

The Service Provider shall:

1. Review of the GAD Agenda and Framework
2. Preparation of presentation and workshop templates and conduct of validation workshops (16 Regions)
3. Processing of validation of workshop output and preparation of Activity Report to be submitted within 10 working days after the conduct of the last workshop to the Department
4. Finalization and packaging of the GAD Agenda and Framework which shall include printing of 50 units of info brochure featuring the GAD Agenda and Framework of the Department and production of corresponding video briefer
5. Roll out of GAD Agenda and framework to Luzon, Visayas and Mindanao via zoom

IV. APPROVED BUDGET AND CONTRACT

The approved budget for contract (ABC) for this engagement is P620,000.00 inclusive of all applicable government taxes and service charges:

V. COMPLETION DATE

The project shall be conducted within six (6) months. Commencement of project activities shall be on the day after the signing of the service contract. Details of the proposed schedule of activities shall be submitted by the service provider subject to the approval of the DOT Office of Special Concerns.

VI. TERMS OF PAYMENT

Terms of payment shall be as follows:

Output Subtotal

Upon completion of on-line consultation in 16 regions (50%) P310,000.00

Upon submission of deliverables (50%) P310,000.00

Total P620,000.00

VII. CONTACT DETAILS

- Ruth T. Elequin - Program Coordination and Implementation Division, Office of Special Concerns

Prepared by: Approved by:

Ruth T. Elequin, CTOO Dir. Carlos L. Magnaye
PCID, Office of Special Concerns Office of Special Concerns

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	CONSULTING SERVICE FOR THE DOT GAD AGENDA AND FRAMEWORK AND ROLL OUT VIA ZOOM	1	Lot	620,000.00

Other Information

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. (See attached Annexes TD 1 & 2)
8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 19 July 2021 at 12:00 pm. Late and unsigned proposals shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 14/07/2021

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