



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 8200385
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Consulting Services for the Online Public Consultations on the Updating of the 2003 PCSSD Implementing Rules and Regulations (IRR)

Area of Delivery

Solicitation Number:	RFP No. 2021 - 11 - 0180	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	17/11/2021
Approved Budget for the Contract:	PHP 95,488.98	Last Updated / Time	16/11/2021 20:45 PM
Delivery Period:	3 Month/s	Closing Date / Time	22/11/2021 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

Republic of the Philippines
 DEPARTMENT OF TOURISM
 PHILIPPINE COMMISSION ON SPORTS SCUBA DIVING
 The New Department of Tourism Building, 5th Floor, 351 Sen. Gil Puyat Avenue, Makati City 1200 NCR Philippines
 Tel. No.: +63 2 8524 2242 | Email: morefun@divephilippines.com.ph & pcssd@tourism.gov.ph

MEMORANDUM

FOR : MARY ANGELENE A. TOLENTINO

Director, Administrative Service and Procurement Management

FROM : ROWENA M. SORIOSO

OIC Executive Director, Philippine Commission on Sports Scuba Diving

SUBJECT : ONLINE PUBLIC CONSULTATIONS (PUBCON) ON THE UPDATING OF THE 2003 PCSSD IMPLEMENTING RULES AND REGULATIONS (IRR)

DATE : 4 NOVEMBER 2021

We would like to request your office to facilitate the procurement of a technical writer for the conduct of the Online PubCon on the Updating of the 2003 PCSSD IRR.

Attached are the pertinent documents relative to this request.

Thank you.

TERMS OF REFERENCE

I. PROJECT TITLE : Online Public Consultations (PubCon) on the Updating of the 2003 PCSSD Implementing Rules and Regulations (IRR)

II. PROJECT DATE : DECEMBER 2021 TO FEBRUARY 2022

III. BIDDER : Technical Writer

IV. BACKGROUND

The Philippine Commission on Sports Scuba Diving (PCSSD), an attached agency of the Department of Tourism (DOT) is mandated to formulate rules, regulations, safety standards, and operating procedures for the development of sports scuba diving in the Philippines.

In line with this, the PCSSD will be conducting the Online PubCon on the Updating of the 2003 PCSSD IRR in December 2021 in Luzon, Visayas, and Mindanao as there is a need to update and revisit the said rules and regulations.

V. OBJECTIVES

- Present the updated PCSSD Rules and Regulations to Philippine dive stakeholders which was the output of the Focus Group Discussion (FGD) conducted among the PCSSD Board of Trustees (BOT) and key dive stakeholders from October 16 to 17, 2019; and
- Gather and process the inputs of dive stakeholders for incorporation in the PCSSD Rules and Regulations, for its eventual ratification, adoption and implementation.

VI. MINIMUM REQUIREMENTS

- Must be willing to provide services on send – bill arrangement;
- Must be Philippine Government Electronic Procurement Systems (PhilGEPS) registered;
- Must have at least three (3) years of experience in technical writing and in preparing/crafting government documents, issuances, and policies; and
- Having a legal background is an advantage.

VII. SCOPE OF WORK AND DELIVERABLES

A. Pre-Event:

- Attend a briefing with the PCSSD to discuss and review the implementation plan of the PubCon;
- Review and revise the 2019 draft PCSSD Rules and Regulations;
- Present the revised 2019 draft PCSSD Rules and Regulations to the PCSSD Secretariat based on the discussion during the previous meetings in which further revision on the Rules and Regulations may be made; and
- Present and finalize the revised 2019 draft PCSSD Rules and Regulations based on the discussion prior to the submission to DOT Legal Affairs Services (LAS) for their review and clearance.

B. Event Proper:

- Collate, review and evaluate the technical inputs, comments and feedback made by the stakeholders;
- Produce a daily summary or terminal report on the consultations, and revised processed rules and regulations with workshop inputs in electronic format (email), for submission to the Commission; and
- Assist/provide inputs to the moderator in synthesizing the discussion during the PubCon for presentation purposes.

C. Post-Event:

- Review the PubCon inputs for assimilation in the 2019 draft PCSSD Rules and Regulations;
- Coordinate with the moderator and legal consultant in finalizing the Rules and Regulations;
- Prepare the revised PCSSD Rules and Regulations based on the inputs from the PubCon;
- Draft and finalize the Rules and Regulations in a legal document format; and
- Submit a terminal report on the overall implementation of the PubCon.

VIII. SCHEDULE OF ACTIVITIES

TITLE TENTATIVE DATES TIME

Meeting with PCSSD Secretariat to discuss the revision on the 2019 draft Rules and Regulations

TBD TBD

Submit the revised 2019 draft Rules and Regulations

3-5 days after the meeting Not Applicable

Meeting with PCSSD Secretariat and Consultants TBD TBD

PubCon Simulation with the PCSSD Secretariat, Board of Trustees (BOT) and Panelists

16 December 2021 TBD

Day 1 - Rules and Regulations PubCon (Mindanao) 17 December 2021 10:00 AM - 11:30 AM

Consolidation of inputs from the participants, and preparation for the Luzon Rules and Regulations PubCon with the PCSSD Secretariat, BOT, and Legal Consultant

17 December 2021 1:30 PM - 5:00 PM
Luzon Rules and Regulations PubCon
Proper 20 December 2021 10:00 AM - 11:30 AM
Consolidation of inputs from the participants, and preparation for the Visayas Rules and Regulations PubCon with the PCSSD Secretariat, BOT, and Legal Consultant
20 December 2021 1:30 PM- 5:00 PM
Day 2 -Rules and Regulations PubCon (Visayas) 21 December 2021 10:00 AM - 11:30 AM
Consolidation of inputs from the participants, and preparation for the PCSSD meeting with the PCSSD Secretariat, BOT, and Legal Consultant
21 December 2021 1:30 PM - 5:00 PM
Finalization of draft Rules and Regulations 22- 28 December 2021 Not Applicable
Meeting with PCSSD Secretariat and BOT 29 December 2021 TBD
Submission of Rules and Regulations 5-7 days working days after the Not Applicable meeting with the PCSSD Secretariat and BOT
Finalization of the terminal/accomplishment report 10-15 days after the Rules and Regulations PubCon
Not Applicable

IX. PROFESSIONAL QUALIFICATIONS

The technical writer should at least possess the following qualifications:

- Must provide curriculum vitae for reference of the work experience which includes projects, documents, and the like that are relevant to the crafting of the draft PCSSD Rules and Regulations; and
- Should the technical writer have a legal background (a graduate of legal management, a Juris Doctor graduate, a paralegal, or works in a legal firm), the writer must indicate this in the curriculum vitae.

X. SHORTLISTING OF CRITERIA

I. WRITER QUALIFICATION OF TECHNICAL WRITER 45%

Educational Background

1. Graduated with a degree in Literature, Communication, Journalism, Creative Writing, and the like

40

2. Graduated with a different degree not related to Literature, Journalism, Communication, Creative Writing, and the like

30

3. Additional: Having a legal background is an advantage 5

II. APPLICABLE EXPERIENCE OF THE TECHNICAL 55%

A. Years of Experience 30%

1. Has 4 or more years of experience in technical writing 27

2. Has at least 3 years of experience in technical writing 20

3. Additional: Has experience in handling government projects or any related government legal documents and/or issuances is an advantage

3

B. Number of similar projects completed 25%

1. Has 4 or more accomplished projects related to technical writing 25

2. Has at least 3 accomplished projects related to technical writing 15

Note: Include in the CV the past and current works/projects related to technical writing or consultancy

GRAND TOTAL 100%

PASSING RATE 70%

XI. BUDGET

The total working budget is NINETY-FIVE THOUSAND FOUR HUNDRED EIGHTY-EIGHT AND 98/100 (PHP 95,488.98) inclusive of VAT and other taxes.

XII. TERMS OF PAYMENT

- Send – bill arrangement: Bill must be addressed to the Department of Tourism - Philippine Commission on Sports Scuba Diving (DOT-PCSSD)
- Payment Scheme: Milestone achieved in the project implementation, divided into the following:
 - o 40% of total contract price upon completion of the pre-event deliverables of the Online PCSSD Rules and Regulations PubCon in Luzon, Visayas and Mindanao;
 - o 60% of the total contract price upon submission of the finalized PCSSD Rules and

Regulations and the terminal report on the overall implementation of the Pubcon.

XII. CONTACT INFORMATION

Project Officers : Anne P. Barnuevo

anne.barnuevo@divephilippines.com.ph

Katrish H. Degoma

kat.degoma@divephilippines.com.ph

Office : Philippine Commission on Sports Scuba Diving

Address : 5F The New DOT Building, 351 Senator Gil Puyat

Avenue, Barangay Bel Air, Makati City

Telephone Number : (02) 8459-5200 loc. 510

Approved by:

ROWENA M. SORIOSO

OIC-Executive Director

PCSSD

NOTE: The winning bidder, however, shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of bid does not exceed the above total budget.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Procurement of Consulting Services for the Online Public Consultations on the Updating of the 2003 PCSSD Implementing Rules and Regulations (IRR)	1	Lot	95,488.98

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 22 November 2021 at 10:00 am. Late and unsigned proposals shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 16/11/2021

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