



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 7442096  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of the Services of Consultant or Consulting Agency for the Revision of the DOT Local Tourism Statistics Manual

#### Area of Delivery

<b>Solicitation Number:</b> 2020 - 02 - 0007	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b> Consulting Services	<b>Bid Supplements</b>	0
<b>Category:</b> Consulting Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 100,000.00	<b>Date Published</b>	02/02/2021
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Last Updated / Time</b>	01/02/2021 11:00 AM
<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	<b>Closing Date / Time</b>	05/02/2021 10:00 AM

#### Description

DEPARTMENT OF TOURISM  
Office of Tourism Development Planning, Research  
And Information Management

#### TERMS OF REFERENCE

##### I. Project Name:

Procurement of the Services of Consultant or Consulting Agency for the Revision of the DOT Local Tourism Statistics Manual

##### II. Eligibility

1. Proponent can be (1) individual or (2) group / company that can deliver the services or scope of work required by the project.

2. Proponent must have at least two (2) years' experience in research, technical writing and editing. Familiarity on the concepts, policies and processes related to the following is desirable: tourism, statistics, surveys and other data gathering methodologies, database building, local government organization and administration, IT related innovation on tourism database keeping, process documentation and creation of manual.

3. Proponent must have at least two (2) years' experience in producing manuals. Works related to tourism and/or statistics is desirable.

4. Proponent must be willing to provide a portfolio of technical writing or research done. Works related to tourism and/or statistics is desirable. Inclusion of output as part of a group is accepted.

5. Proponent must be willing to provide references for validation and evaluation of proposal.

6. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.

##### III. Scope of Work

1. Revision of the 2012 Tourism Statistics Manual for Local Government Units including technical writing for improved methodologies, templates, forms, and processes. Manual will also include selected chapters from another manual entitled 2012 Tourism Development Planning Guidebook for LGUs.

2. Inclusion of adjustments in methodologies to adapt to the new normal.

3. Documentation of focus group discussions on the improvement of standard methodologies for inclusion on the manual.

4. Design lay-out of the revised manual, including graphic illustrations and other mechanicals.

5. Copy-editing and proofreading

6. Client Servicing

IV. Proposed activities:

1. Initial Meeting on the Discussion of required specifics of the revision of the manual.

2. Participation on Focus Group Discussions (FGDs) regarding the improvement of standard methodologies, templates and processes as input to the revised manual (2 – 3 times). FGDs will be organized by proponent / owner of existing manual.

3. Presentation and Submission of Initial Draft Revised Manual.

4. Presentation and Submission for approval of Draft Revised Manual with the incorporated comments from proponent owner.

5. Presentation and Submission of Revised Manual with proposed lay-out.

6. Presentation and Submission for approval of Revised Manual with approved lay-out.

7. Presentation and Submission for approval of proofread copy of the Revised Manual.

8. Presentation and submission for approval of validated proofread copy of the Revised Manual.

V. Expected output:

The consultant must produce one final Press-proof copy of the revised manual, in publisher file, word file, and in pdf format

Specific Deliverables:

1. Proposed Schedule of Work and Delivery

2. Initial Draft Revised Manual

3. Edited Draft Revised Manual

4. Revised Manual in proposed Lay-out

5. Revised Manual in approved Lay-out

6. Proofread Copy of the Revised Manual

7. Press-proof copy of Revised Manual, in publisher file, word file, and in pdf format

VI. Evaluation Procedure

The winning bid shall be selected NOT solely based on the amount of bid but the Department of Tourism Bids and Awards Committee (DOT-BAC) shall also consider the credentials or sample works.

The Highest Rated Bid (HRB) shall be post-qualified by the DOT-BAC to determine whether the bidder concerned complies and is responsive to all the requirements and conditions as specified in the bidding documents. If determined upon post qualification that the bidder with the HRB fails the other terms and conditions in these bidding documents, the DOT-BAC shall consider the bidder with the second HRB, and so on, to determine the Highest Rated and Responsive Bid (HRRB) for this bidding.

VII. Approved Budget for this project

One Hundred Thousand Pesos (Php 100,000.00) VAT – inclusive to be charged to the Office of Development Planning, Research, and Information Management (OTDPRIM) 2020 Continuing Funds.

VIII. Project Officers

Sherwyn Renzo G. Ramirez

Tourism Operations Officer II

Statistics, Economic Analysis, and Information Management Division (SEAIMD)

Office of Tourism Development Planning, Research, and Information Management

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Mobile Numbers: 0995 454 5179

Email Address: sgramirez@tourism.gov.ph

## **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.

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 05 February 2021 at 10:00 am. Late and unsigned proposals shall not be accepted.

<b>Created by</b>	John Paulo Samonte Francisco
<b>Date Created</b>	01/02/2021

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