



SUPPLEMENTAL / BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 22 July 2021 for the ***Procurement of Consulting Services for the Research on Voluntourism (DOT-BAC-REI No. 2021-014)***.

The following clarifications are provided for the guidance and reference of the shortlisted bidders:

Listed are the questions and clarifications from the bidders	Answers and Applied amendments in the Terms of Reference								
1. The four (4) main deliverables are a) Summary Report of the research phase; b) Regional Competitor Analysis of the Philippines; c) Case studies on voluntourism in the Philippines; d) Voluntourism model for the Philippines. In section VII, item A, a comprehensive report with an action plan is mentioned. Does this refer to the fourth deliverable – voluntourism model for the Philippines?	1. Yes. Those are the four main deliverables for the project. And yes, the comprehensive report with action plan pertains to the voluntourism model for the Philippines.								
2. In the listed deliverables, do the “summary report of the research phase” would mean a progress update of the implementation of Project Phases 1-3?	2. Yes. The summary report of the research phase pertains to the progress update of Project Phases 1-3.								
3. The listed four (4) deliverables in Section VII. Scope of Work and Deliverables do not clearly correspond to the milestone deliverables as shown in Section IX. Payment Schemes/Schedule. Please clarify which of the four (4) deliverables correspond to the percentage of payments as shown in the table provided.	3. As mentioned previously, there are four (4) main deliverables in this project: a) Summary report of the research Phase (Phases 1-3); b) Regional Competitor Analysis of the Philippines; c) Case studies on voluntourism in the Philippines; and d) Voluntourism model for the Philippines. Before starting with the project, the research team’s survey methodology, the sample size of respondents, and research design need to be approved. The DOT recommended 3 Phases for the project. Phase 1 will be dedicated to developing the case studies that will be the basis in formulating the voluntourism model for the Philippines which will be done in Phase 2. Lastly, Phase 3 will be dedicated to writing the whole manuscript in which all the findings will be finalized. This will								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Milestone</th> <th style="text-align: center;">% of Payment</th> </tr> </thead> <tbody> <tr> <td>Upon approval of survey methodology, the sample size of respondents, and research design</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Upon submission and acceptance of the report on the five (5) voluntourism case studies</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Upon submission and acceptance of</td> <td style="text-align: center;">30%</td> </tr> </tbody> </table>	Milestone	% of Payment	Upon approval of survey methodology, the sample size of respondents, and research design	20%	Upon submission and acceptance of the report on the five (5) voluntourism case studies	20%	Upon submission and acceptance of	30%	
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the report on findings and recommendations for Phase 2			include the regional competitor analysis of the Philippines. We did not include a separate phase for this output because we think that regional competitor analysis can be done simultaneously with the others. We expect to see the regional competitor analysis in the final comprehensive report.
Upon submission and acceptance of the final comprehensive report and presentation to the DOT	30%		
Total	100%		
4. On Regional Competitor Analysis (two SEA countries vs. the Philippines), given the possibility of availability and accessibility of data, to conduct the analysis/assessment on competition, the selected consulting firm's study team may derive a statistical model to make such analysis/assessment. Will this be acceptable?			4. Yes. The use of a statistical model to conduct the competitor analysis is acceptable.
5. On Section C. Survey Methodology, please clarify: on Phase 1 of the study where OPMD-Education and/or other DOT authorized representatives to join 1-2 of the study team's visits, it is assumed that all costs to be incurred by the said OPMD-Education and/or other DOT authorized representatives for the said activity shall be to the DOT's expense and is not included in the budget for this assignment.			5. Yes. All costs incurred by DOT-Education and/or other DOT authorized representatives in 1-2 of the site visits will be at DOT's expense and is not included in the budget for this project.
6. The TOR does not provide the expectation date for the submission of the reports; therefore, it is assumed that the bidder may propose based on their analysis of the TOR's scope, deliverable, and project implementation timeline?			6. Yes. The winning bidder may propose a project implementation timeline which can include the timeline of activities and the submission of reports.
7. Please clarify the report review and approval/acceptance process including the turn-around period. It is assumed that a time-stop will be applied during the review of reports and a certificate of acceptance of the said report with a notice to proceed to the succeeding project implementation phase will be released by the end-user/DOT?			7. Yes. A time-stop will be applied during the review of reports and a certificate of acceptance and notice to proceed will be released by DOT.

This shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.

July 28, 2021


OIC-USEC. REYNALDO L. CHING
 DOT-BAC Chairperson 