



SUPPLEMENTAL/BID BULLETIN NO. 1

Consulting Services for the Preparation of the National Tourism Development Plan 2022-2028 (DOT-BAC REI NO. 2021-018)

This Supplemental/Bid Bulletin No. 1 is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents and Terms of Reference as discussed and agreed during the Virtual Pre-Bid Conference held on **25 August 2021** for the aforementioned project. This shall form part of the Bidding Document.

I. PROJECT TITLE

(FROM) Old Provision	(TO) New Provision
Procurement of Consulting Services for the Preparation of the National Tourism Development Plan 2023-2028	Procurement of Consulting Services for the Preparation of the National Tourism Development Plan 2022-2028

II. TERMS OF REFERENCE

(FROM) Old Provision	(TO) New Provision
<p><u>XI. Project Budget</u></p> <p>....</p> <p>Payable in tranches based on the submitted milestone report on send bill arrangement (Government Procedure):</p> <ol style="list-style-type: none">1. 1st Tranche Payment (30% of the total) upon receipt of Deliverable 22. 2nd Tranche Payment (30% of the total) upon receipt of Deliverable 23. 3rd Tranche Payment (30% of the total) upon receipt of Deliverable 2	<p><u>XI. Project Budget</u></p> <p>....</p> <p>Payable in tranches based on the submitted milestone report on send bill arrangement (Government Procedure):</p> <ol style="list-style-type: none">1. 1st Tranche Payment (10% of the total) upon submission and approval of Deliverable 1 or Inception Report2. 2nd Tranche Payment (30% of the total) upon submission and approval of Deliverable 2 or Situational Analysis Report3. 3rd Tranche Payment (30% of the total) upon submission and approval of Deliverable 3 or Preliminary NTDP4. 4th Tranche Payment (30% of the total) upon receipt of Deliverable 4 of Final NTDP

III. BIDDING DOCUMENTS

(FROM) Old Provision	(TO) New Provision
<p><u>Project Title</u></p> <p>Procurement of Consulting Services for the Preparation of the National Tourism Development Plan 2023-2028</p>	<p><u>Project Title</u></p> <p>Procurement of Consulting Services for the Preparation of the National Tourism Development Plan 2022-2028</p>

(FROM) Old Provision	(TO) New Provision
<p><u>Section III. Bid Data Sheet</u></p> <p>1.2. The name of the Project is Procurement of Consulting Services for the Preparation of National Tourism Development Plan 2023-2028</p>	<p><u>Section III. Bid Data Sheet</u></p> <p>1.2. The name of the Project is Procurement of Consulting Services for the Preparation of National Tourism Development Plan 2022-2028</p>
<p><u>Section III. Bid Data Sheet</u></p> <p>11.7 The ABC is Eight Million F Philippine Pesos (PhP8,000,000.00). Any bid with a financial component exceeding this amount shall not be accepted.</p>	<p><u>Section III. Bid Data Sheet</u></p> <p>11.7 The ABC is Eight Million Philippine Pesos (PhP8,000,000.00). Any bid with a financial component exceeding this amount shall not be accepted.</p>
<p><u>Section III. Bid Data Sheet</u></p> <p>14.2 Bids will be valid until 04 January 2021.</p>	<p><u>Section III. Bid Data Sheet</u></p> <p>14.2 Bids will be valid until 04 January 2022.</p>
<p><u>Section III. Bid Data Sheet</u></p> <p>18. The deadline of submission of bids is on 07 September (until 9:00 a.m. only)</p>	<p><u>Section III. Bid Data Sheet</u></p> <p>18. The deadline of submission of bids is on 10 September (until 9:00 a.m. only)</p>
<p><u>Section III. Bid Data Sheet</u></p> <p>21.2 The date and time for opening of Bids is 07 September 2021, 2021 at 10:00 a.m.</p> <p>The Opening of Technical Bids will be conducted through video conference using the MS Teams/Google meet platform on 07 September 20201 at 10:00 a.m.</p> <p>...</p>	<p><u>Section III. Bid Data Sheet</u></p> <p>21.2 The date and time for opening of Bids is 10 September 2021, 2021 at 09:30 a.m.</p> <p>The Opening of Technical Bids will be conducted through video conference using the MS Teams/Google meet platform on 10 September 20201 at 09:30 a.m.</p> <p>...</p>

(FROM) Old Provision	(TO New Provision
<p><u>Section III. Bid Data Sheet</u></p> <p>25.3</p> <p>The numerical weight and the minimum required points for each criterion are as follows:</p> <p>A. <u>Applicable experience of the Team Leader and Members - 30%</u></p> <p>A.1.1 Education - 10%</p> <ul style="list-style-type: none"> • a. Has Master's Degree or above in Economics, Tourism, Business Administration, Statistics or other related courses in local economic development or in tourism planning and development - 10 <p>A.1.2. Knowledge and Experience - 7.5%</p> <ul style="list-style-type: none"> • Has more than ten (10) years of professional experience on tourism planning projects similar or greater magnitude and complexity and proven experience in strategic development planning; - 7.5 • Has ten (10) years of professional experience on tourism planning projects similar or greater magnitude and complexity and proven experience in strategic development planning; - 4 	<p><u>Section III. Bid Data Sheet</u></p> <p>25.3</p> <p>The numerical weight and the minimum required points for each criterion are as follows:</p> <p>A. <u>Applicable experience of the Team Leader and Members - 40%</u></p> <p><u>A.1. PROJET MANAGER/TEAM LEADER - 20%</u></p> <p>A.1.1 Education - 10%</p> <ul style="list-style-type: none"> • a. Has Master's Degree or above in Economics, Tourism, Business Administration, Statistics or other related courses in local economic development or in tourism planning and development - 10 <p>A.1.2. Knowledge and Experience - 10%</p> <ul style="list-style-type: none"> • Has more than ten (10) years of professional experience on tourism planning projects similar or greater magnitude and complexity and proven experience in strategic development planning; - 10 • Has ten (10) years of professional experience on tourism planning projects similar or greater magnitude and complexity and proven experience in strategic development planning; - 5 <p><u>A. 2. TEAM MEMBERS - 20%</u></p> <p>A.2. Education - 10</p> <ul style="list-style-type: none"> • All team members have a degree relative to his/her specialization in the project, or similar qualifications/ - 10 <p>A.2.2. Knowledge and Experience - 10</p> <ul style="list-style-type: none"> • Have more than five (5) years of relevant experience relative to his/her specialization in the project. - 10 • Have five (5) years relevant experience in connection to his/her specialization in the project. - 5
<p><u>B. Qualification of Firms - 30%</u></p> <p>B. 1. Years of professional work experience in Tourism Planning, Economics, Statistics, Public/Business Administration or in a field of direct relevance to the Project - 20%</p> <ul style="list-style-type: none"> • More than twenty (20) years of experience - 20 • Fifteen to twenty (15-20) years of experience - 15 • Ten to Fourteen (10-14) years of experience - 10 	<p><u>B. Qualification of Firms - 30%</u></p> <p>B. 1. Years of professional work experience in Tourism Planning, Economics, Statistics, Public/Business Administration or in a field of direct relevance to the Project - 15 %</p> <ul style="list-style-type: none"> • More than twenty (20) years of experience - 15 • Fifteen to twenty (15-20) years of experience - 10 • Ten to Fourteen (10-14) years of experience - 5

(FROM) Old Provision	(TO) New Provision
<p>B.2. Formulation of Strategic and/or Development Plans (if venture, accumulated number of government agency/ies or private entity/tie will be considered. - 15</p> <ul style="list-style-type: none"> • Developed and established a strategic and/or development plans to more than three (3) government agency/ies and/or private entity/ies • Developed and established strategic and/or development plans to at least three (3) government agency/ies and/or private entity/ies; <p>C. <u>Approach and Methodology (Cumulative)</u></p> <p><u>C.1. Compliance with the deliverables required by the DOT</u></p> <ul style="list-style-type: none"> • 100% of deliverables required by DOT are manifested in the proposal of the consultancy firm - 20 • Proposed other strategies outside of the TOR than can further the goals of this project without additional cost to the proposed budget. - 10 <p>TOTAL: 100</p> <p>Passing Score: 70</p>	<p>B.2. Formulation of Tourism Strategic and/or Development Plans (if venture, accumulated number of government agency/ies or private entity/tie will be considered. - 15</p> <ul style="list-style-type: none"> • Developed and established a strategic and/or development plans to more than three (3) government agency/ies and/or private entity/ies - 15 • Developed and established strategic and/or development plans to at least three (3) government agency/ies and/or private entity/ies - 10 <p>C. <u>Approach and Methodology (Cumulative) - 30%</u></p> <p><u>C.1. Compliance with the deliverables required by the DOT</u></p> <ul style="list-style-type: none"> • 100% of deliverables required by DOT are manifested in the proposal of the consultancy firm - 15 • Proposed other strategies outside of the TOR than can further the goals of this project without additional cost to the proposed budget. - 15 <p>TOTAL: <u>100</u></p> <p>Passing Score: <u>70</u></p>
<p><u>Section III. Bid Data Sheet</u></p> <p>26.1</p> <p>The Opening of Financial Proposals shall be on 07 September 2021 at 10:00 a.m. (tentative) at Multi-Purpose Hall, 6th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City</p> <p><u>Section V. Special Conditions of Contract</u></p> <p>52.1.</p> <p>The total ceiling amount is Four Million Pesos (PhP8,000,000.00) on the date of execution of this agreement, inclusive of all applicable taxes.</p>	<p><u>Section III. Bid Data Sheet</u></p> <p>26.1</p> <p>The Opening of Financial Proposals shall be on 14 September 2021 at 10:00 a.m. (tentative) at Multi-Purpose Hall, 6th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, and simultaneously via MS Teams/Google Meet (virtual platforms).</p> <p><u>Section V. Special Conditions of Contract</u></p> <p>52.1.</p> <p>The total ceiling amount is Eight Million Pesos (PhP8,000,000.00) on the date of execution of this agreement, inclusive of all applicable taxes.</p>

(FROM) Old Provision	(TO) New Provision
<p><u>Section V. Special Conditions of Contract</u></p> <p>53.5.(a)</p> <p>No advance payment.....</p> <p>Milestones and % of payment</p> <ul style="list-style-type: none"> • 1st Tranche Payment (30% of the total) upon receipt of Deliverable 2 • 2nd Tranche Payment (30% of the total) upon receipt of Deliverable 2 • 3rd Tranche Payment (30% of the total) upon receipt of Deliverable 2 	<p><u>Section V. Special Conditions of Contract</u></p> <p>53.5.(a)</p> <p>No advance payment.....</p> <p>Milestones and % of payment</p> <ul style="list-style-type: none"> • 1st Tranche Payment (10% of the total) upon submission and approval of Deliverable 1 or Inception Report • 2nd Tranche Payment (30% of the total) upon submission and approval of Deliverable 2 or Situational Analysis Report • 3rd Tranche Payment (30% of the total) upon submission and approval of Deliverable 3 or Preliminary NTDP • 4th Tranche Payment (30% of the total) upon receipt of Deliverable 4 of Final NTDP

IV. CLARIFICATIONS

QUERIES	ANSWERS
<p>1. On Financial Proposal, Bid Prices: Financial Proposal/Offer is assumed to include all applicable taxes with on the the 12% VA shall be computed and added and shall be presented as:</p> <ul style="list-style-type: none"> • Total Bid Price Proposal (Remuneration (FPF 4, Misc. FPF 5, Reim FPF 6) = xxx • VAT (12%) computed as (Bid Price/1.12) * 12% = xxx • Total Bid Proposal + Vat = xxx <p>Further, to determine the VAT< the following formula/computation will be as follows, please confirm if correct:</p> <ul style="list-style-type: none"> • 12% VAT = (Financial Offer/1.12) *12% <p>Likewise, please clarify what are the taxes that the DOT shall deduct outright during collection of the contracted bidder.</p>	<p>1.</p> <ul style="list-style-type: none"> • 12% VAT = (Financial Offer/1.12) *12% <p>If VAT Register</p> <p>Goods: WV010 5% - (FO/1.12) * 5%. WC640 + 1% - (FO/1.12) * 1%.</p> <p>Services: WV020 5% - (FO/1.12) * 5%. WC157+ 2% - (FO/1.12) * 2%</p> <p>If Non-VAT</p> <p>Goods: WB080 1% - (FO/1.12) * 1%. WC640 + 1% - (FO/1.12) * 1%.</p> <p>Services: WB080 1% - (FO/1.12) * 1%. WC157+ 2% - (FO/1.12) * 2%</p> <p><i>Legend:</i> <i>WV - withholding taxes on VAT</i> <i>WB - person exempt from VAT</i> <i>WC - withholding on income taxes</i></p>
<p>2. Please clarify which office within DOT will be tasked to review and approve the reports/deliverables.</p>	<p>Per Terms of Reference, VIII. Project Duration: <i>"The TDPD shall be provided with a copy of each deliverable for review and comments, and revision by the consultant based on the review and revision periods shown on the above matrix."</i></p>
<p>3. Under Section IX. Implementation Arrangement: "All local travel costs and logistical arrangements related to the assignment shall be covered by the Consultants." We assume that the costs referred to are the cost for the consultants' operation only. Any and all cost related to travel by the Client will be to their account.</p>	<p>All travel costs of the DOT officials/employees are for the account of the Procuring Entity/DOT.</p>
<p>4. On Implementation arrangements, are the meetings in physical or digital/virtual with stakeholders?</p>	<p>We will be providing necessary arrangements/coordination for the digital/virtual meetings with stakeholders, such as setting/provisions of notice of meetings</p> <p>Face-to-face meetings can be arranged by TDPD with the regional offices and/or local government units subject to prevailing health and safety protocols.</p>

QUERIES	ANSWERS
<p>5. XII. Proposal Submission: Item 3 last part, <i>“Deployment of at least two (2) of its technical team members on fulltime capacity is a must.”</i> Does this mean that the 2 key personnel will be deployed at the DOT Office on fulltime capacity? We hope that the DOT will re-consider requiring the sustained physical presence of study team members in its Office given the heightened incidence and transmissibility of Delta variant case.</p>	<p>Consultants are not required to report in the DOT Office. Full-time capacity would mean that 2 key personnel are focused on the Project and should make themselves available as the need arises.</p>
<p>6. Is there a sort of time-stop mechanism or allowable delays in terms of coordination, considering the current situation (the country is under community quarantine)</p>	<p>Slight delays are acceptable. The end-user office and the contracted consultant will adhere to follow the timelines. It is also suggested to the Consultant (winning) to start the data assessment as soon as possible.</p> <p>It is also noted that election time is approaching; henceforth, all necessary assistance/support and needed information will be provided by the procuring entity.</p>
<p>7. Is there a designated area for the contracted consultant.</p>	<p>Yes, this can be arranged subject to the DOT management’s approval and adherence to the building health and safety protocols.</p>
<p>8. Is this a lump sum contract</p>	<p>Yes, this is a lump sum contract subject to submission of milestones and corresponding percentage of payments.</p>
<p>REMINDERS</p>	
<p>Deadline of Submission of Bids:</p> <ul style="list-style-type: none"> • 10 September 2021, 09:00 a.m. <p>Opening of Technical Bids:</p> <ul style="list-style-type: none"> • 10 September 2021, 09:30 a.m. 	

All unnamed portions of the Bidding Documents and related documents shall remain in effect and the same.

For the guidance and information of all concerned.


OIC-USEC. REYNALDO L. CHING
 Chairperson, Bids and Awards Committee
 Department of Tourism

01 September 2021