

SUPPLEMENTAL/BID BULLETIN NO. 1

Consulting Services for Survey on Philippine Dive Tourism (DOT-BAC REI NO. 2020-018)

This Supplemental/Bid Bulletin No. 1 is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents of the aforementioned project. This shall form part of the Bidding Document.

I. On the Bidding Documents (Section III. Bid Data Sheet)

(FROM) Old Provision	(TO) New Provision																						
<p>10.1 (c)</p> <p>Required Personnel/ Minimum Years of Experience</p> <p>Account Director - 5 years Research Manager - 3 years Research Associate - 3 years Data Analyst - 2 years</p>	<p>10.1 (c)</p> <p>Required Personnel/ Minimum Years of Experience</p> <p>Project Lead - 5 years Research Manager - 3 years Research Executive/Associate - 3 years Data Analyst/ Statistician - 2 years</p>																						
<p>25.3</p> <p><i>The numerical weight and the minimum required St for each criterion are as follows:</i></p> <p>Qualification of Personnel to be assigned - 50 points Plan of approach and methodology - 20 points Experience and capability of the firm - 30 points</p> <p>Passing Score: 70 points</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CRITERIA</th> <th style="text-align: right;">RATING</th> </tr> </thead> <tbody> <tr> <td>I. Quality of Personnel to be assigned to the projects - 50 points</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">A. Educational Background</td> <td style="text-align: right;">30 pts</td> </tr> <tr> <td style="padding-left: 40px;">1. The Account Director has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)</td> <td style="text-align: right;"><u>30 pts</u></td> </tr> <tr> <td style="padding-left: 40px;">The Account Director has a Master's Degree</td> <td style="text-align: right;"><u>15 pts</u></td> </tr> </tbody> </table>	CRITERIA	RATING	I. Quality of Personnel to be assigned to the projects - 50 points		A. Educational Background	30 pts	1. The Account Director has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>30 pts</u>	The Account Director has a Master's Degree	<u>15 pts</u>	<p>25.3</p> <p><i>The numerical weight and the minimum required points for each criterion are as follows:</i></p> <p>Qualification of Personnel to be assigned - 55 points Plan of approach and methodology - 15 points Experience and capability of the firm - 30 points</p> <p>Passing Score: 70 points</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CRITERIA</th> <th style="text-align: right;">RATING</th> </tr> </thead> <tbody> <tr> <td>I. Quality of Personnel to be assigned to the projects - 55 points</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">A. Educational Background</td> <td style="text-align: right;">20 pts</td> </tr> <tr> <td style="padding-left: 40px;">1.The Project Lead has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)</td> <td style="text-align: right;"><u>10 pts</u></td> </tr> <tr> <td style="padding-left: 40px;">The Project Lead has a Master's Degree</td> <td style="text-align: right;"><u>8 pts</u></td> </tr> <tr> <td style="padding-left: 40px;">The Project Lead has a Bachelor's Degree</td> <td style="text-align: right;"><u>5 pts</u></td> </tr> </tbody> </table>	CRITERIA	RATING	I. Quality of Personnel to be assigned to the projects - 55 points		A. Educational Background	20 pts	1.The Project Lead has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>10 pts</u>	The Project Lead has a Master's Degree	<u>8 pts</u>	The Project Lead has a Bachelor's Degree	<u>5 pts</u>
CRITERIA	RATING																						
I. Quality of Personnel to be assigned to the projects - 50 points																							
A. Educational Background	30 pts																						
1. The Account Director has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>30 pts</u>																						
The Account Director has a Master's Degree	<u>15 pts</u>																						
CRITERIA	RATING																						
I. Quality of Personnel to be assigned to the projects - 55 points																							
A. Educational Background	20 pts																						
1.The Project Lead has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>10 pts</u>																						
The Project Lead has a Master's Degree	<u>8 pts</u>																						
The Project Lead has a Bachelor's Degree	<u>5 pts</u>																						

(FROM) Old Provision	(TO) New Provision
<p><i>Continuation</i></p> <p>2. All required personnel has Bachelor's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology) <u>20 pts</u></p> <p>All required personnel have Bachelor's degree <u>15 pts</u></p> <p>II. Plan of approach and methodology - 20 points</p> <p>A. Substance of the Proposal 15 pts</p> <p>1. The proposal thoroughly discusses the proposed approach and methodologies (desk research, quantitative research, and qualitative research) to be used in the study <u>5 pts</u></p> <p>2. The proposal thoroughly discusses the proposed data collection methods (in-depth online interviews and online surveys) to be used in the study <u>10 pts</u></p> <p>B. Clarity of methods and approaches 5 pts</p> <p>1. The proposal includes clear and specific description of all phases of work and visual presentations of proposed methodologies and approaches that can be understood by non-experts.</p>	<p><i>Continuation</i></p> <p>2. All required personnel has Bachelor's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology) <u>10 pts</u></p> <p>All required personnel (aside form Project Lead)have Bachelor's degree <u>8 pts</u></p> <p>B. Professional Experience 35 pts</p> <p>1. All assigned personnel have been involved in the implementation of at least 2 researches/ studies or surveys <u>20 pts</u></p> <p>At least 50% of assigned personnel have been involved in the implementation of at least 2 researches/ studies or surveys. <u>15 pts</u></p> <p>Less than 50% (not 0) of assigned personnel have been implementation of at least 2 researches/ studies or surveys. <u>10 pts</u></p> <p>Assigned personnel have no experience implementing researches/ studies or surveys. <u>0 pt</u></p> <p>2. At least 3 assigned personnel have membership in at least 1 research-related professional society or association. <u>15 pts</u></p> <p>1 to 2 assigned personnel have membership in at least 1 research-related professional society or association <u>10 pts</u></p> <p>None of the assigned personnel have membership in at least 1 research-related professional societies or associations <u>0 pt</u></p> <p>II. Plan of approach and methodology - 15 points</p> <p>A. Substance of the Proposal 15 pts</p> <p>1. The proposal thoroughly discusses the proposed approach and methodologies (desk research, quantitative research, and qualitative research) to be used in the study <u>5 pts</u></p> <p>2. The proposal thoroughly discusses the proposed data collection methods (in-depth online interviews and online surveys) to be used in the study <u>10 pts</u></p>

II. On Terms of Reference

(FROM) Old Provision	(TO) New Provision																						
<p><u>V. REQUIRED PERSONNEL</u></p> <p><u>Required Personnel/ Minimum Years of Experience</u></p> <p>Account Director - 5 years Research Manager - 3 years Research Associate - 3 years Data Analyst - 2 years</p>	<p><u>V. REQUIRED PERSONNEL</u></p> <p><u>Required Personnel/ Minimum Years of Experience</u></p> <p>Project Lead - 5 years Research Manager - 3 years Research Executive/Associate - 3 years Data Analyst/ Statistician - 2 years</p>																						
<p><u>VIII. CRITERIA FOR RATING</u></p> <p><u>B. TECHNICAL BID CRITERIA FOR RATING</u></p> <p><u>The numerical weight and the minimum required St for each criterion are as follows:</u></p> <p>Qualification of Personnel to be assigned - 50 points Plan of approach and methodology - 20 points Experience and capability of the firm - 30 points</p> <p>Passing Score: 70 points</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CRITERIA</th> <th style="text-align: right;">RATING</th> </tr> </thead> <tbody> <tr> <td>I. Quality of Personnel to be assigned to the projects - 50 points</td> <td></td> </tr> <tr> <td> A. Educational Background</td> <td style="text-align: right;">30 pts</td> </tr> <tr> <td> 1. The Account Director has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)</td> <td style="text-align: right;"><u>30 pts</u></td> </tr> <tr> <td> The Account Director has a Master's Degree</td> <td style="text-align: right;"><u>15 pts</u></td> </tr> </tbody> </table>	CRITERIA	RATING	I. Quality of Personnel to be assigned to the projects - 50 points		A. Educational Background	30 pts	1. The Account Director has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>30 pts</u>	The Account Director has a Master's Degree	<u>15 pts</u>	<p><u>VIII. CRITERIA FOR RATING</u></p> <p><u>B. TECHNICAL BID CRITERIA FOR RATING</u></p> <p><u>The numerical weight and the minimum required points for each criterion are as follows:</u></p> <p>Qualification of Personnel to be assigned - 55 points Plan of approach and methodology - 15 points Experience and capability of the firm - 30 points</p> <p>Passing Score: 70 points</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CRITERIA</th> <th style="text-align: right;">RATING</th> </tr> </thead> <tbody> <tr> <td>I. Quality of Personnel to be assigned to the projects - 55 points</td> <td></td> </tr> <tr> <td> A. Educational Background</td> <td style="text-align: right;">20 pts</td> </tr> <tr> <td> 1. The Project Lead has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)</td> <td style="text-align: right;"><u>10 pts</u></td> </tr> <tr> <td> The Project Lead has a Master's Degree</td> <td style="text-align: right;"><u>8 pts</u></td> </tr> <tr> <td> The Project Lead has a Bachelor's Degree</td> <td style="text-align: right;"><u>5 pts</u></td> </tr> </tbody> </table>	CRITERIA	RATING	I. Quality of Personnel to be assigned to the projects - 55 points		A. Educational Background	20 pts	1. The Project Lead has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>10 pts</u>	The Project Lead has a Master's Degree	<u>8 pts</u>	The Project Lead has a Bachelor's Degree	<u>5 pts</u>
CRITERIA	RATING																						
I. Quality of Personnel to be assigned to the projects - 50 points																							
A. Educational Background	30 pts																						
1. The Account Director has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>30 pts</u>																						
The Account Director has a Master's Degree	<u>15 pts</u>																						
CRITERIA	RATING																						
I. Quality of Personnel to be assigned to the projects - 55 points																							
A. Educational Background	20 pts																						
1. The Project Lead has a Master's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology)	<u>10 pts</u>																						
The Project Lead has a Master's Degree	<u>8 pts</u>																						
The Project Lead has a Bachelor's Degree	<u>5 pts</u>																						



(FROM) Old Provision	(TO) New Provision
<p><i>Continuation</i></p> <p>2. All required personnel has Bachelor's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology) <u>20 pts</u></p> <p>All required personnel have Bachelor's degree <u>15 pts</u></p> <p>II. Plan of approach and methodology - 20 points</p> <p>A. Substance of the Proposal 15 pts</p> <p>1. The proposal thoroughly discusses the proposed approach and methodologies (desk research, quantitative research, and qualitative research) to be used in the study <u>5 pts</u></p> <p>2. The proposal thoroughly discusses the proposed data collection methods (in-depth online interviews and online surveys) to be used in the study <u>10 pts</u></p> <p>B. Clarity of methods and approaches 5 pts</p> <p>1. The proposal includes clear and specific description of all phases of work and visual presentations of proposed methodologies and approaches that can be understood by non-experts.</p>	<p><i>Continuation</i></p> <p>2. All required personnel has Bachelor's Degree relevant to the project (i.e. Business Admin. or Management, Data. Science, Economics, Statistics, Marketing, Tourism Management or Psychology) <u>10 pts</u></p> <p>All required personnel (aside form Project Lead)have Bachelor's degree <u>8 pts</u></p> <p>B. Professional Experience 35 pts</p> <p>1. All assigned personnel have been involved in the implementation of at least 2 researches/ studies or surveys <u>20 pts</u></p> <p>At least 50% of assigned personnel have been involved in the implementation of at least 2 researches/ studies or surveys. <u>15 pts</u></p> <p>Less than 50% (not 0) of assigned personnel have been implementation of at least 2 researches/ studies or surveys. <u>10 pts</u></p> <p>Assigned personnel have no experience implementing researches/ studies or surveys. <u>0 pt</u></p> <p>2. At least 3 assigned personnel have membership in at least 1 research-related professional society or association. <u>15 pts</u></p> <p>1 to 2 assigned personnel have membership in at least 1 research-related professional society or association <u>10 pts</u></p> <p>None of the assigned personnel have membership in at least 1 research-related professional societies or associations <u>0 pt</u></p> <p>II. Plan of approach and methodology - 15 points</p> <p>A. Substance of the Proposal 15 pts</p> <p>1. The proposal thoroughly discusses the proposed approach and methodologies (desk research, quantitative research, and qualitative research) to be used in the study <u>5 pts</u></p> <p>2. The proposal thoroughly discusses the proposed data collection methods (in-depth online interviews and online surveys) to be used in the study <u>10 pts</u></p>

III. Clarification

QUERY	ANSWER
1. Will the end-user provide a database of possible respondents?	<ul style="list-style-type: none">• Yes.• The following databases of contacts will be provided by the DOT:<ul style="list-style-type: none">○ International operators from various source markets who participated in past DOT OPMD Dive initiatives○ PCSSD Accredited Dive Establishments○ PCSSD Accredited Dive Professionals (Dive Instructors/Dive Masters)○ Identified LGU tourism offices• The DOT will also issue an endorsement letter or invitation to participate for identified stakeholders to formally request for their consent to be part of the research survey.

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.


ASEC. ROBERTO P. ALABADO III
Chairperson, Bids and Awards Committee
Department of Tourism 

28 October 2020