

REQUEST FOR PROPOSAL

22 November 2023

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2023.11.328 – 3rd Posting
PR No. 8.076

REQUIREMENTS: SERVICES OF A GENDER AND DEVELOPMENT (GAD) TECHNICAL ADVISOR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/SERVICES:</p> <p>I. Facilitate the following:</p> <p>a. Capacity Needs Assessment on GAD</p> <ul style="list-style-type: none"> ➤ GAD Assessment Report ➤ GAD Capacity Development Plan and Monitoring Tools <p>b. Capacity Development Activities for TPB GFPS, TWG Members, and Secretariats such as but not limited to:</p> <ul style="list-style-type: none"> • Gender Mainstreaming Evaluation Framework (GMEF) Workshop • Harmonized Gender and Development Guidelines (HGDG) Workshop using the improved PPF / PBF Form and Guide • Program and Project Implementation, Management and Monitoring and Evaluation (PIMME) Workshop (Year End Assessment) ➤ 2023 GAD Accomplishment Report ➤ 2024 GAD Plan and Budget ➤ 2024-2030 GAD Agenda and Guide for Operationalization 	PhP500,000.00	PhP500,000.00

	<p>c. Development of Training Modules for TPB personnel Customized training modules and conduct at least one (1) session of the following:</p> <ul style="list-style-type: none"> ➤ Gender and Tourism ➤ Gender Sensitive Customer Service <p>d. Development of a guide for mainstreaming gender in TPB projects and program</p> <ul style="list-style-type: none"> ➤ Improved Project Proposal and Project Brief forms and guide; ➤ Orientation on using the form <p>II. Serve as resource speaker on identified GAD trainings that are organization and client focus costs which will be billed separately and not part of the ABC of this engagement.</p> <p>Out-of-town expenses such as accommodation, airfare, transportation, meals, etc. shall be charged to TPB.</p> <p><u>PROJECT IMPLEMENTATION SCHEDULE</u> The technical advisor should be engaged for a period of (6) months commencing from the issuance of the Notice to Proceed.</p> <p><u>QUALIFICATION REQUIREMENTS:</u></p> <p><u>GAD TECHNICAL ADVISOR</u></p> <p>1. Bidder must have at least five (5) years of experience in providing technical assistance on gender analysis and GAD Planning and Budgeting;</p> <ul style="list-style-type: none"> • For Ongoing Projects – submit any of the following: Notice of Award, Notice to Proceed, or Contract • For Completed Project – submit documents as proof such as but not limited to Certificate of Project 		
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	<p>Completion and/or copy of contracts; or other documents to validate project completion</p> <ol style="list-style-type: none"> 2. Bidder must have at least one (1) year of experience of being a consultant/project lead with the Philippine Commission Women; 3. Bidder must have multiple engagements with DOT and/or attached agency as GAD Consultant for at least five (5) years. <ul style="list-style-type: none"> • For Ongoing Project – submit any of the following: Notice of Award, Notice to Proceed, or Contract • For Completed Project – submit documents as proof such as but not limited to Certificate of Project Completion and/or copy of contracts; or other documents to validate project completion 4. Bidder must have experience in at least ten (10) learning sessions related to Gender and Development (with topics related but not limited to Gender Sensitivity Training, GAD Plan and Budget, HGDG, and GMEF Workshop) <ul style="list-style-type: none"> • Submit Certificate of Project Completion 5. Bidder must be a graduate of any 4-year course (related to the study of gender and development is an advantage) <ul style="list-style-type: none"> • Submit a Curriculum Vitae (CV) using the attached format 6. Bidder holding any master’s degree/ diploma related to the study of gender and development is an advantage. 		
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KEY PERSONNEL

Minimum of one (1) personnel to assist in the project. Must have at least three (3) years of relevant work experience.

- Submit CV using the attached format

OTHER TECHNICAL REQUIREMENTS

Bidder must submit a Gantt Chart showing the proposed plan approach and methodology

CRITERIA FOR EVALUATION

The Consultant / Consulting Firm is expected to submit technical and financial proposals which shall be evaluated based on Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignments:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%
Total	100%

Bidders are required to present (maximum of 15 minutes) their plan approach for the project via Zoom.

ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

1. Company Profile
2. SEC/DTI Registration Certificate
3. Documents stated in the qualification requirements

	<p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit (<i>for consulting firm only</i>) 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Annex A- Terms of Reference 2. Annex B- Format of Curriculum Vitae (<i>for individual consultants only</i>) <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at genesis_lee@tpb.gov.ph not later than **28 November 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



JANET G. VILLAFRANCA
Officer-in-Charge

Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

(MISS) GENESIS WEIYN B. LEE
(8) 525-7312 local 266

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