

TERMS OF REFERENCE (TOR)

as of 14 May 2021

I. PROJECT

The Tourism Promotions Board (TPB) Philippines seeks the services of a technical consultant to assist / give directions and guidance in terms of expanding the Travel Philippines app, developing an e-resource portal, and reaching the overall SMART Tourism goals of the agency. The project will commence for ten (10 months) from the time the contract is awarded (March 2021) until January 2022.

II. BACKGROUND

In 30 October 2020, TPB released the Travel Philippines progressive web application (PWA) to promote the Philippines in the digital spectrum as a response to the adverse effect of the COVID-19 pandemic to the Philippine tourism industry.

As of 4 March 2020, the Travel Philippines PWA has the following features:

- Travel with health and safety information of reopened Philippine destinations
- An itinerary builder
- A registration and log-in system
- An e-vault where documents can be stored
- A portal for travel deals
- Feedback form
- Chatbot

Travel Philippines can now be downloaded as well from Google Play and the App Store as a native application.

In 2021, the TPB plans to expand and enhance the current functions of Travel Philippines and also improve the app by:

- Incorporating cross-platform enhancements that will allow app users to access and transact with the entry point or border control systems established for each of the reopened destinations;
- Integrating booking platforms of DOT-accredited establishments;
- Acquiring the right technology that will enable Travel Philippines to be more-user friendly and accessible.
- These enhancements were considered in support of the goal to make Travel Philippines the official digital “one-stop” shop for tourists traveling to or in the Philippines.
- To ensure that the goal is met and Travel Philippines will run smoothly and efficiently, its further developments and improvements must be made under the guidance of a technical consultant who has the knowledge to explore all aspects of the project and make recommendations based on resources, timeline, and budget.

III. OBJECTIVES

1. To help make Travel Philippines the official digital “one-stop” shop for tourists traveling to or in the Philippines.
2. To ensure that the e-resource portal will be functional for use of TPB and its stakeholders.
3. To guide the TPB in reaching its SMART Tourism goal which is to utilize technology in creating more content not just for online materials but as a major factor in enticing both domestic and international tourists to explore areas in the country where sustainability is a priority

IV. MINIMUM REQUIREMENT FOR SUPPLIERS

1. At least 3 years of experience in the development of user-friendly and functional mobile applications
2. Must have taken part in the consultancy / creation / design of at least two (2) mobile app projects, one of which must be a government-related project –certificates of completion related to these projects must be provided
3. Must be able to show at least one tech-related certification – Professional Scrum Master Certificate or Microsoft Certification, etc.

V. DELIVERABLES/WORK SPECIFICATIONS AND RESPONSIBILITIES OF SUPPLIER

1. Help write the Terms of Reference (TOR) for the expansion / improvement of Travel Philippines in 2021 and beyond.
2. Help write the TOR for the development of an e-resource portal.
 - a. Provide inputs on the development of the E-resource portal, which aims to be an integral source of information and storage of TPB's photo/video assets and other materials for the usage of tourism stakeholders.
3. Provide guidance and/or direction / ideas as necessary for TPB to fulfill its SMART Tourism goal which is to utilize technology in creating more content not just for online materials but as a major factor in enticing both domestic and international tourists to explore areas in the country where sustainability is a priority
 - a. Guide and help TPB to be technologically / digitally ready for the future (especially that Covid-19 is here to stay).
4. Provide guidance in evaluating the bidders' capabilities and proposals for both app expansion and e-resource portal.
5. Help monitor the progress in each development stage of the app and the e-resource portal and make recommendations for further improvement/s, as needed.
6. Produce reports in relation to the progress of the expansion / improvement of Travel Philippines and development of the e-resource portal as needed.

VI. SCOPE / LIMITATION OF SUPPLIERS

1. Must be available to render 60 hours for consultation per month as needed
2. Must be flexible when it comes to one-on-one / vis-a-vis consultations (work outside the home as needed).
3. Can either be a freelance technical consultant or a company as long as Philgeps registered and work schedule will not interfere with assigned tasks.
4. Must be amenable to extend services beyond given timeline in case of unforeseen issues including, but not limited to illness, change in project course, among others.
5. Must agree that all information / ideas imparted to TPB will belong to TPB.

6. Must agree to not have the right to ownership of any feature that will be developed as a result of the consultancy.

VII. TIME FRAME AND SCHEDULE OF WORK

10 months upon receipt of the approved Notice to Proceed

VIII. TECHNICAL / LEGAL ELIGIBILITY DOCUMENTS

A. Freelancer / Individual

1. DTI Registration certifying that he/she is registered and authorized to exercise the service/profession;
2. PHILGEPS registered;
3. Professional Tax and registration
4. Curriculum Vitae
5. Omnibus Sworn Statement
6. Endorsement from the agency where he/she is affiliated with recommending that he/she is best and suit for the project

B. Company

1. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
2. DTI Business Registration/SEC Certificate
3. Mayor's Permit or License to Operate
4. BIR Registration with TIN
5. Company Profile with CV of all personnel to be assigned in this project

IX. TERMS OF PAYMENT

15% of the contract price: Upon awarding of contract as mobilization fee

35% of the contract price: Upon completion of the Terms of Reference of both Travel Philippines app and E-Resource Portal

35% of the contract price: Upon go-live of the Travel Philippines app expanded version and E-Resource Portal

15 % of the contract price: Submission of terminal report

TPB does fund transfers through Landbank. If the Supplier does not have a Landbank account, fund transfers may still be done but bank charges to be borne by the Supplier.

Approved Budget for the Contract (ABC) is **PHP 500,000.00** inclusive of all service charge and all applicable taxes. The cost of the items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the above-mentioned ABC. The deadline for submission of bids should be at the time and place specified in the request for quotation (RFQ).

X. TECHNICAL BID/PROPOSAL CRITERIA RATING (80% Passing Score)

	CRITERIA	WEIGHT
I.	Quality of Personnel who may be Assigned to the Project	20%
	<p>Profile and expertise of key personnel assigned to the project showing specialization and/or experience as a technical consultant with minimum experience of 3 years:</p> <p>Technical Consultant (1)</p> <p>The consultant involved in the project must have:</p> <ul style="list-style-type: none"> • 3 or more years of relevant experience (20%) • Less than 3 years of relevant experience (10%) <p>Covering the suitability of the consultant involved to perform the duties of the particular assignments and general qualifications and competence including education and training of the consultant and similar projects handled by the consultant (based on submitted CVs)</p>	
II.	FIRM EXPERIENCE AND CAPABILITY	30%
	<p>Service rendered in the previous completed projects in the past three (3) years with at least one (1) government project.</p> <ul style="list-style-type: none"> • Two (2) or more projects related to mobile application development with at least one (1) government project (30%) • One (1) government project related to mobile application development (15%) 	
III.	PLAN APPROACH AND METHODOLOGY	50%
	<p>Functionality and innovation of the presented concept:</p> <ul style="list-style-type: none"> • Bidder's proposal/concept on the expansion / improvement of Travel Philippines in 2021 (15%) • Bidder's proposal/concept on the TPB's E-Portal (15%) • Bidder's proposal/concept to guide and help TPB be technologically / digitally ready for the future and reach its SMART Tourism goal (15%) • Proof of at least one (1) tech-related certification (5%) 	

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

****Technical Bid/Proposal Criteria and Rating (80% passing score)**

**** Bidders are required to present their plan of approach for the project (maximum of 20 minutes).**

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For particulars please contact:

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***** Nothing Follows *****