14 September 2023

**REQUEST FOR PROPOSAL**

The Philippine Department of Tourism – Sydney (PDOT) is inviting Sydney- based workplace relations specialists/companies to send proposals for HR consultancy and advisory services. Attached are the detailed Terms of Reference.

Please email your proposals to pura@tourismphilippines.com.au cc. ely@tourismphilippines.com.au on or before 20 September 2023.

PDOT reserves the right to accept the quote that it finds the most beneficial to the office. Requests for clarifications may also be sent by email to the same addresses mentioned above.

Thank you.

Sincerely,

**PURIFICACION S. SUANDING-MOLINTAS**

**Tourism Attache**

**Philippine Department of Tourism – Sydney**

**TERMS OF REFERENCE**

**I. REQUIREMENT:**

Procurement of HR consultancy and advisory services for the comprehensive review and updating of workplace policies, employment contracts, work health and safety systems and processes.

**II. BACKGROUND:**

The Philippine Department of Tourism (PDOT) is a Philippine government agency promoting the Philippines as a tourist destination to the Australian and New Zealand market, with business address at Suite 11.01/92 Pitt St., Sydney, NSW, and with ABN No. 68 017 144 671. PDOT is fully funded by the Philippine government and does not engage in any activity for profit.

PDOT employs locally hired employees and is aware of its obligation to create a Fair Work and Safe Work environment and to fully comply with current and future legislation.

**III. SCOPE OF DELIVERABLES**

1. Review and update existing employment and work health and safety systems and processes;
2. Review employment documents and provide recommendations’
3. Assist in the preparation of SOPs, workplace safety plan, and update employee handbook;
4. Provide access to e-learning materials;
5. Provide unlimited access to advice service;
6. Provide access to tailored documents to support employment matters and to provide documentation in line with relevant health and safety legislation.

**IV. CONTRACT TERM**

 Twelve (12) months

**V. BUDGET:**

PDOT is allocating a maximum budget of $1,200 monthly, inclusive of GST.