



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8686057
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator/Ground Arrangements Joint Working Group for Research and Innovation Workshop 08 to 10 June 2022

Area of Delivery

Solicitation Number: 2022-05-058	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification: Goods	Bid Supplements	0
Category: Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract: PHP 534,109.70	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	21/05/2022
Contact Person: MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph	Last Updated / Time	20/05/2022 15:18 PM
	Closing Date / Time	24/05/2022 10:00 AM

Description

TERMS OF REFERENCE
 Tour Operator/Ground Arrangements
 Joint Working Group for Research and Innovation Workshop
 08 to 10 June 2022

I. BACKGROUND

The Department of Tourism is currently engaged in the Tourism Convergence Program with key national government agencies on projects and activities relevant to Tourism and Hospitality, Education, Training, and Research. These partner agencies were enjoined to participate and extend technical inputs based on their mandate and provide relevant assistance as may be required by the program. In the course of implementing the convergence program between DOT and partner agencies, the formation of Joint Working Groups (JWGs) / Sub-Committees was undertaken to draw support and complement DOT initiatives in the areas of: (1) Standards Review and Development; (2) ASEAN Mutual Recognition Arrangement (MRA) on Tourism Professionals; (3) Industry Linkages and Partnerships; (4) Research and Innovation Programs; and (5) Education Tourism, to name a few. The JWGs comprise representatives from the DOT, Department of Education (DepEd), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Tourism Industry Board Foundation, Incorporated (TIBFI), among others. Relatedly, the DOT forged a partnership with the private sector through a Memorandum of Agreement (MOA) to support efforts towards optimizing the collection and management of tourism (statistical) data to be made available for public use in a Tourism Knowledge Center.

1. Accommodation

- Must be DOT Accredited, Leisure/Business Use Hotel
- Must be within Clark, Pampanga
- All rooms must be inclusive of breakfast, complimentary Wi-fi access on all rooms and public areas, and drinking water/coffee/tea
- Rate for room @ Php 6,620.00 per room/night
- Room Quantity: 12 twin sharing rooms
- Number of nights: Two (2) nights
- Check In: 08 June 2022
- Check Out: 10 June 2022
- Sub-Total Amount: Php 152,880.00
- Single De Luxe Room @ Php 6,020.00 per room/night
- Room Quantity: 3 single occupancy rooms
- Number of nights: Two (2) nights
- Check In: 08 June 2022

• Check Out: 10 June 2022
Sub-Total Amount: Php 36,120.00

2. Transportation

Must be DOT Accredited Tourist Transport
Must provide one (1) unit of air-conditioned bus to be used on 08-10 June 2022;
at least 2017 model or latest
Provision of focal person/dispatcher
Departure date and time from DOT Makati: 08 June 2022 at 08:00 A.M.
Departure date and time from Angeles City, Pampanga: 10 June 2022 at
10:00 AM
Inclusive of fuel, parking fees, accommodation and meals of drivers
Rate of Bus Php 38,499.00/per day x 3 days
Sub-Total Amount: Php 115,497.20

3. Venue and Meals

Must be same or adjoining DOT Accredited, Leisure/Business Use Hotel in Clark, Pampanga
Must be able to accommodate guests with dietary restrictions (i.e. vegetarian,
food allergies, diabetic, etc.)
Must include the following services and amenities at the function room:
o Free flowing coffee and tea
o Mint/candies/chips
o Complimentary conference Wi-fi access
o PA system
o 3 wireless microphone
o Whiteboard, flipchart, marker, and eraser
o Paper / notepad and pencil
Inclusive of full board meals for 27 pax (plated AM and PM snack, lunch
and dinner) on 08-10 June 2022:
o 08 June 2022 (plated AM and PM snacks, lunch and dinner)
o 09 June 2022 (plated AM & PM snack, lunch and dinner)
o 10 June 2022 (plated AM snack and lunch)
Sub-Total Amount: Php 213,412.50

4. Conference Kit/Token

Bamboo Mug Double Insulated Stainless steel 450ml for 30pax
Sub-Total Amount: Php 16,200.00

5. Others

Tour operator must be DOT Accredited
Must be willing to provide services on a send bill arrangement

Approved Budget for Contract: PhP 534,109,70

Contact Person:

Ms. Agnes Marie S. Ocampo
Senior TOO
Tourism Development Planning Division
Contact No.: 459-5200 to 30 local 516
Email Address: asocampo@tourism.gov.ph

Other Information

NOTE : The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.

Created by MAITA SUMOGAD DANTE

Date Created 20/05/2022

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