



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8951076
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the OTDPRIM Planning Session 2022 on 23-25 November 2022 in Zambales
Area of Delivery Zambales

Solicitation Number:	RFQ No. 2022 - 08 - 0079	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 871,920.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	24/08/2022
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph	Last Updated / Time	23/08/2022 14:03 PM
		Closing Date / Time	30/08/2022 10:00 AM

Description

DEPARTMENT OF TOURISM
Office of Tourism Development Planning, Research
And Information Management

TERMS OF REFERENCE

I. Project Name:
Procurement of Service Provider for the OTDPRIM Planning Session 2022 on 23-25 November 2022 in Zambales

II. Eligibility

1. Proponent must be PhilGEPS registered
2. Proponent must be a DOT-accredited tour operator
3. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.
4. Proponent must be open to changes in the itinerary or other arrangements/ requests
5. Proponent must have experience working with DOT and have Certificate of Satisfactory Services Rendered

III. Scope of Deliverables

1. Accommodation (Must be DOT-accredited Hotel/Resort) for 50 pax
Duration: 3 days and 2 nights

2. Meals
 - a. Breakfast x 3 days
 - b. Lunch x 3 days
 - c. Dinner x 2 nights
3. Function Room/Hall
 - a. Must be able to accommodate at least 50 pax
 - b. Should follow physical distancing and safety protocols for events and must be fully ventilated
 - c. Projector and Large Projector Screen/s
 - d. Public Address System (Speakers, 2 wireless microphones and 2 wired microphones with stand)
 - e. Extension Cords
 - f. High Speed Internet for Hybrid Meetings
 - g. Free-flowing coffee/tea, water stations, candies, and nuts
 - h. Whiteboard with markers
 - i. Secretariat/Registration table
 - j. Paper and pencil/ballpen for participants
 - k. Alcohol dispensers around the room
 - l. Room decorations
4. Team-Building Activities
 - a. Outdoor group activities
 - b. Facilitator for team-building activities
 - c. Materials and equipment needed for the team-building activities
 - d. Small Prizes/Tokens for the winning groups
5. Documentation (Photo and Video Coverage, On Site Same Day Edit Video)
6. Transportation
 - a. Two (2) Air-conditioned Buses inclusive of driver and meals, fuel, and toll fees
 - b. Tour coordinator
 - c. Must follow physical distancing and safety protocols for transportation
 - d. Bottled water on-board
7. Care Kits for 50 pax
 - a. 5 pcs. high quality disposable face masks for each kit
 - b. 150 ml alcohol
 - c. Wet wipes
 - d. Facial tissue
 - e. Vitamin C
8. COVID-19 Test
 - a. For Ingress, RT-PCR Test for 50 pax by appointment in clinics 1-2 days before the event, result within 24 hours
 - b. For Egress, Antigen test for 50 pax, result within 1 hour

IV. Approved Budget for this project

Eight Hundred Seven-One Thousand Nine Hundred Twenty Pesos (PHP 871,920.00) charged against the OTDPRIM GAA Continuing Funds for FY 2021

V. Project Officer

SHERWYN RENZO G. RAMIREZ
 Tourism Operations Officer II
 Statistics, Economic Analysis, and Information Management Division (SEAIMD)
 Office of Tourism Development Planning, Research, and Information Management
 Trunk Line: (02) 8459 5200 to 30 Local 512
 Mobile Numbers: 0995 454 5179
 Email Address: sgramirez@tourism.gov.ph

Approved by:

WARNER M. ANDRADA
 OIC-Assistant Secretary
 Tourism Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Travel and Tour Agency	Procurement of Service Provider for the OTDPRIM Planning Session 2022 on 23-25 November 2022 in Zambales	1	Lot	871,920.00

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 30 August 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 23/08/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.