



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8983245
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of DOT-Accredited Tour Operator for the Conduct of Public Consultation on the Proposed Accreditation Standards on Campgrounds and the National Accommodation Standards (NAS) in Cebu, Region
Area of Delivery Cebu

Solicitation Number:	RFQ No. 2022 - 09 - 0085	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	06/09/2022
Approved Budget for the Contract:	PHP 572,000.00	Last Updated / Time	05/09/2022 10:42 AM
Delivery Period:	6 Day/s	Closing Date / Time	09/09/2022 10:00 AM
Client Agency:			
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		
Description			

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TERMS OF REFERENCE

I. PROJECT TITLE

PUBLIC CONSULTATION ON THE PROPOSED ACCREDITATION STANDARDS ON CAMPGROUNDS AND THE NATIONAL ACCOMMODATION STANDARDS (NAS) IN CEBU, REGION VII.

II. PURPOSE/OBJECTIVE

The Office of Tourism Standards and Regulation is in need of a SERVICE PROVIDER (Accommodation Establishment or Travel and Tour Agency) in the Philippines engaged in the business of ground handling, and accommodation and event services/arrangements, to conduct the public consultation on the Proposed Accreditation Standards on Campgrounds and the National Accommodation Standards (NAS) in Cebu, Region VII.

III. MINIMUM REQUIREMENT FOR SUPPLIERS

- Must be a DOT-Accredited Service Provider (Accommodation Establishment or Travel and Tour Agency)
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense

IV. SCOPE OF WORK

INCLUSIVE TENTATIVE DATES ACTIVITY DELIVERABLES

October 17-19, 2022 Public Consultation on the Proposed Accreditation Standards on Campgrounds Provision of:

- Accommodation
- Land Transportation (Airport transfers)
- Half-day Conference Package (Use of Venue and Meals)

October 19-22, 2022 Public Consultation on the National Accommodation Standards (NAS) Provision of:

- Accommodation
- Land Transportation (Airport transfers)
- Two whole-day Conference Package (Use of Venue and Meals)

V. DETAILS OF SCOPE OF WORK AND DELIVERABLES

A. ACCOMMODATION REQUIREMENTS

To provide the following accommodation within Metro Cebu:

Public Consultation on the Proposed Accreditation Standards on Campgrounds

TENTATIVE DATES	NO. OF NIGHTS	NO. OF ROOMS	ROOM TYPE	TOTAL PAX	REMARKS
October 17-19, 2022	2 nights	3	Twin sharing room	6 pax	With breakfast
	2 nights	2	Single occupancy room	2 pax	With breakfast
	Subtotal	2 nights	5 rooms	8 pax	With breakfast

Public Consultation on the National Accommodation Standards (NAS)

TENTATIVE DATES	NO. OF NIGHTS	NO. OF ROOMS	ROOM TYPE	TOTAL PAX	REMARKS
October 19-22, 2022	3 nights	8	Twin sharing room	15 pax	With breakfast
October 20-21, 2022	1 night	42	Twin sharing room	43 pax	With breakfast

Subtotal 50 rooms 58 pax With breakfast

B. FUNCTION ROOM REQUIREMENTS

To arrange the following function room located in the same accommodation where the organizers are checked-in:

Public Consultation on the Proposed Accreditation Standards on Campgrounds
TENTATIVE DATES TIME NO. OF ROOMS & VENUE TOTAL PAX REQUIREMENTS

October
18, 2022

1 Half-day Conference Package 8:00 AM – 1:00 PM

Ingress Time: 06:00 AM

Egress Time:

1:00 PM One (1)

Function Room/ Venue

Classroom set-up

With Secretariat Area for 5 pax set-up near the audio-visual system 51 pax Inclusive of

- At least 2 Registration tables and 8 chairs
- Sanitation area or hygiene kits in strategic points (entrance/exit)
- Function room usage for the event duration
- Projector
- Widescreen (for projector)
- Wifi access
- Energy/electricity usage
- Audio-visual system and operator
- 4 microphones
- Podium
- Philippine Flag
- Sofa/chair (to be set-up on stage during discussion)
- Pens/Pencil and Pads/Stationery
- Flowing coffee and/or tea
- Meal table/Buffer table set-up
- Banquet or maintenance team on standby

Public Consultation on the National Accommodation Standards (NAS)

TENTATIVE DATES TIME NO. OF ROOMS & VENUE TOTAL PAX REQUIREMENTS

October
20-21, 2022

2 Whole-day Conference Package 8:00 AM – 5:00 PM

Ingress Time: 06:30 AM

Egress Time:

5:00 PM One (1)

Function Room/ Venue

Classroom set-up

With Secretariat Area for 5 pax set-up near the audio-visual system 58 pax Inclusive of

- At least 2 Registration tables and 8 chairs
- Sanitation area or hygiene kits in strategic points (entrance/exit)
- Function room usage for the event duration
- Projector
- Widescreen (for projector)
- Wifi access capable of supporting hybrid event (with Zoom/online participants)
- Energy/electricity usage
- Audio-visual system and operator capable of handling/assisting hybrid event
- 4 microphones
- Podium
- Philippine Flag
- Sofa/chair (to be set-up on stage during discussion)
- Pens/Pencil and Pads/Stationery
- Flowing coffee and/or tea
- Meal table/ Buffet table set-up
- Banquet or maintenance team on standby

October 22, 2022 08:30 AM- 10:00 AM One (1) Meeting room 15 pax • Tables and chairs

C. MEAL REQUIREMENTS

To provide the following meals:

Public Consultation on the Proposed Accreditation Standards on Campgrounds and the National Accommodation Standards (NAS)

TENTATIVE DATES MEAL NO. OF PAX REMARKS

October 17, 2022 Lunch 11 Plated meals with drink

Dinner 11 Plated meals with drink

October 18, 2022 Breakfast 3 Plated meals with drink

AM Snack 51 Part of Conference Package

Lunch 51 Part of Conference Package

Dinner 11 Plated meals with drink

October 19, 2022 Lunch 21 Plated meals with drink

Dinner 15 Plated meals with drink

October 20, 2022 AM Snack 58 Part of Conference Package

To be served at 10:00AM

Lunch 58 Part of Conference Package

PM Snack 58 Part of Conference Package

To be served at 3:00 PM

Dinner 58 Part of Conference Package

October 21, 2022 AM Snack 58 Part of Conference Package

To be served at 10:00AM

Lunch 58 Part of Conference Package

PM Snack 58 Part of Conference Package

To be served at 3:00 PM

Dinner 15 Plated meals with drink

D. TRANSPORTATION REQUIREMENTS

To arrange the following transportation, inclusive of:

- Use of vehicle (as indicated in the table)
- Provision of Gasoline
- Toll Fees and Parking Fees

Public Consultation on the Proposed Accreditation Standards on Campgrounds and the National Accommodation Standards (NAS)

TENTATIVE DATES VEHICLE NO. OF PAX REMARKS

October 17, 2022 Two (2) Vans 8 pax Pick-up Airport Transfer
(Airport to Hotel)
October 19, 2022 Two (2) Vans 2 pax Drop-off Airport Transfer
(Hotel to Airport)
12 pax Pick-up Airport Transfer
(Airport to Hotel)
October 20, 2022 One (1) Van *As needed by consultation attendees Whole-day Van Hire
(10 hrs)
*Pick-up from within Metro Cebu to Hotel and v.v.
October 21, 2022 One (1) Van *As needed by consultation attendees Whole-day Van Hire
(10 hrs)
*Pick-up from within Metro Cebu to Hotel and v.v.
October 22, 2022 Two (2) Vans 14 pax Drop-off Airport Transfer
(Hotel to Airport)

E. APPROVED BUDGET FOR CONTRACT

FIVE HUNDRED SEVENTY-TWO THOUSAND PESOS ONLY
(₱ 572,000.00)

F. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed Five Hundred Seventy-Two Thousand Pesos (₱ 572,000.00) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

G. PROJECT OFFICER/CONTACT PERSON

Mr. JC JAN O. CUETO/Ms. JENNIFER B. RUCIO
Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 204
Mobile: 09054734304 (Mr. Cueto) / 09955108130 (Ms. Rucio)
Email: sdd@tourism.gov.ph

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

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Travel and Tour Agency	Procurement of DOT-Accredited Tour Operator for the Conduct of Public Consultation on the Proposed Accreditation Standards on Campgrounds and the National Accommodation Standards (NAS) in Cebu, Region VII.	1	Lot	572,000.00

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 09 September 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 05/09/2022

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