



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8984223  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of DOT-Accredited Tour Operator for the Conduct of Department of Tourism (DOT) Administrative Officers Summit (DAOS)

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ No. 2022 - 09 - 0086	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	06/09/2022
<b>Approved Budget for the Contract:</b>	PHP 475,086.03	<b>Last Updated / Time</b>	05/09/2022 13:47 PM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	09/09/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

TERMS OF REFERENCE  
 PROJECT TITLE : DOT Administrative Officers Summit (DAOS)

I. DATE : October 5 to 7, 2022

II. BACKGROUND/RATIONALE

Administrative Officers play a critical role in delivering AS's mission and consequently to the efficiency of the entire DOT operations. The DOT Administrative Officers Summit (DAOS) shall serve as a venue for knowledge sharing and updating of Administrative Officers knowledge about administrative-related processes, issuances/guidelines and applicable rules and regulations. This program will also allow the AS Administrative Officers and Regional Administrative Officers to clear work interfaces to ensure smooth and expeditious delivery of services as well as prompt compliance of reports and requirements to be submitted to oversight government agencies.

In view thereof, the Regional Administrative Officers as the administrative offices counterparts of the Central Office, are essential participants to this program as they are primarily responsible in providing administrative support to the Regional Director and the entire Regional Office. Likewise, participation of AS Administrative Officers from the Human Resource Division (HRD), Training and Development Division (TDD), General Service Division (GSD) and Procurement

Management Division (PMD) particularly those whose functions involve direct and frequent coordination with the Regional Office Administrative Officers is indispensable. The AS also proposes the involvement of the HRD and Training and TDD Job Order (JO) personnel in the activity as they handle relevant functions such as the roll out of the Human Resource Information System (HRIS), monitoring/coordination of Regional Offices submission of reports and in the conduct of trainings. JO staff will also act as a Secretariat/facilitator in the entire duration of the program.

Furthermore, the program is deemed vital and timely given that there have been several updates on DOT internal processes, rules and regulations since the time when COVID-19 pandemic hit the Philippines in 2020. Likewise, the Administrative Service has made several initiatives such as the Omnibus Rules on Equal Employment Opportunity Principle (EEO), Institutionalization of the Comprehensive Onboarding for Regular Employees (CORE), the upcoming rollout of the HRIS, among others which need thorough and close discussion among the Administrative Officers as the key players of these projects.

Likewise, the face-to-face mode of conduct of the workshop and activities is recommended to ensure uninterrupted and focused participation of the AS and RO personnel. Further, due to the limited capacity of the Central Office's function rooms (i.e., no available training facility within the DOT premises that can accommodate the sixty workshop participants) and since a significant number of workshop participants are from the DOT-ROs, it is deemed necessary to conduct the program outside Metro Manila.

### III. MINIMUM REQUIREMENTS

- Must be DOT-Accredited Tour Operator;
- Must have/assign field coordinator to facilitate the group's itinerary; and
- Must be willing to provide services on a send-bill arrangement.

### IV. SCOPE OF WORK/DELIVERABLES

The Human Resource Division is looking for a Tour Operator who offers the following services:

#### a. Hotel accommodation

must be DOT Accredited and must be in strict adherence and compliance to minimum health standards and safety protocols. Triple sharing room (60 pax): for three (3) days and two (2) night accommodation (inclusive of breakfast) in Tagaytay City and one (1) single room for 1 speaker: for one (1) night accommodation (inclusive of breakfast) viable for early check-in arrangement;

#### b. Function Room

must be in strict adherence and compliance to minimum health standards and safety protocols, must be within the vicinity of the accommodation, can accommodate sixty (61) pax and available from 9:00AM to 8:00PM on October 5-7, 2022

Provision of the following amenities/equipment:

1. Use of LCD Projector and Wide Screen
2. Basic Sound/PA System
3. Strong Wi-Fi connection
4. Outlets/extension cords for laptops and chargers
5. Podium/Rostrum with 2 working microphones

Provision of free flowing coffee, tea and candy mints during the summit

#### c. Full-board meals inclusive of drinks

1 packed breakfast and dinner for 61 pax; 7 buffet meals for 61 pax

\*Must have an option of Halal food for 1 person

#### d. Land transfers and transportation;

- Provision of 2 buses (49 seater bus) – pick up and drop off service;
- must be in strict adherence and compliance to minimum health standards and safety protocols;
- Morning departure from DOT – Central Office (Makati City) to Tagaytay City on 5th of October 2022.
- Late afternoon departure from Tagaytay City to DOT – Central Office (Makati city) on the 7th October 2022

### V. APPROVED BUDGET FOR CONTRACT

Four Hundred Seventy-Five Thousand Eighty-Six and 03 (PhP475,086.03) inclusive of applicable taxes.

### VI. TERMS OF PAYMENT

Memorandum of Agreement /  
Procedure – Send Bill Arrangement

### VII. CONTACT DETAILS

Name: Dinnah Mee B. Lunjas-Cruz  
 E-mail: dmlunjas@tourism.gov.ph  
 Contact No.: 09771330741

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Travel and Tour Agency	Procurement of Services of DOT-Accredited Tour Operator for the Conduct of Department of Tourism (DOT) Administrative Officers Summit (DAOS)	1	Lot	475,086.03

**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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