



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9004383
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of Tour Operator (Ground Arrangements) for the Philippines-Open Government Partnership Program

Area of Delivery

Solicitation Number:	2022-09-0097	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	10/09/2022
Approved Budget for the Contract:	PHP 906,977.00	Last Updated / Time	09/09/2022 17:16 PM
Delivery Period:	3 Day/s	Closing Date / Time	14/09/2022 14:00 PM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TERMS OF REFERENCE
 TOUR OPERATOR/GROUND ARRANGEMENTS
 FOR THE PHILIPPINES-OPEN GOVERNMENT PARTNERSHIP PROGRAM

I. Background

In 2011, the Philippines, together with Brazil, Indonesia, Mexico, Norway, South Africa, the United Kingdom, and the United States became the founding governments in establishing an international movement for openness called the Open Government Partnership (OGP).

In a nutshell, OGP is a global effort to make governments better. It aims to secure concrete commitments from governments to promote transparency, empower citizens, fight corruption, and harness new technologies to strengthen governance.

With this, the Philippines' Open Government Partnership (PH-OGP) program launched its co-created 5th National Action Plan (NAP) in December 2019. The international open government commitments that embody the Plan aim to contribute towards addressing pressing public problems and achieving a people-centered, clean, and efficient delivery of public services, and building a high trust, peaceful and inclusive society.

Under the PH-OGP 5th NAP 2020-2022 Commitment: "Strengthening Citizen Participation in Governmental Process", the Department of Tourism (DOT) enrolled in the "Policy Issuance on Local Tourism Development Management" program.

The DOT, in partnership with the Department of the Interior and Local Government (DILG), has committed to review and harmonize existing guidelines and issue an updated Joint Memorandum Circular (JMC) which shall clarify the roles of Civil Society Organizations (CSOs) in the entire planning continuum; and provide the mechanisms for

meaningful citizen participation, particularly in local tourism development.

II. Legal Basis

Under its pillar of Malasakit, the country's continued engagement with the Open Government Partnership (OGP) is identified in the Philippine Development Plan (PDP) 2017-2022's chapter on Ensuring People-Centered, Clean and Efficient Governance as a key strategy to ensure that government policies, programs, and projects are responsive to the needs of the people- which can ultimately lead to restoring the people's trust in the government.

In addition, the country's commitment to citizen engagement is further demonstrated through Executive Order No. 9, issued on December 1, 2016. This Order created the Office of Participatory Governance Cluster within the Cabinet that is mandated to exert all efforts to enhance citizen engagement in governmental processes.

Furthermore, under the Republic Act No. 9593 or the Tourism Act of 2009, the involvement of local government units, in consultation with stakeholders is encouraged through the utilization of their powers under Republic Act No. 7160 or Local Government Code of 1991, to ensure the preparation and implementation of a tourism development plan.

III. Deliverables

1. Accommodation

Must be DOT Accredited Hotel with a 4-star or above rating

Must be located in Tagaytay City

All rooms must be inclusive of breakfast, complimentary Wi-fi access as well as in public areas, and drinking water/coffee/tea for 2 nights

- Rate for room @ Php 4,500.00 per room/night

- Room Quantity: 28 twin sharing rooms

- Number of nights: Two (2) nights

- Check-In: 17 October 2022

- Check Out: 19 October 2022

Sub-Total Amount: PhP 252,000.00

- Single Deluxe Room @ Php 5,000.00 per room/night

- Room Quantity: 4 single occupancy rooms

- Number of nights: Two (2) nights

- Check-In: 17 October 2022

- Check Out: 19 October 2022

Sub-Total Amount: PhP 40,000.00

2. Venue and Meals

Must be a DOT-accredited establishment

Must be able to accommodate sixty (60) persons as well as guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)

Must include the following services and amenities in the function room:

- o Classroom setup

- o Secretariat table

- o Free-flowing coffee and tea

- o Mint/candies/chips

- o Complimentary conference Wi-fi access

- o AVP system

- o Widescreen Projector

- o 3 wireless microphone

- o Whiteboard, flipchart, marker, and eraser

- o Paper/notepad and pencil

Inclusive of full board meals for 60 pax (AM/PM Snacks and Lunch) on October 2022:

- o Sub-Total Amount: PhP 193,000.00

Hosted Buffet Dinner

- o Sub-Total Amount: PhP 48,000.00

3. Corporate Giveaway

Must be able to supply and deliver 60 pcs. of the following:

1. Abaca Tote Bag plain linen jute burlap sling shoulder bag with button ecofriendly handbag:

- o Size: 39x12x33cm

- o Feature: washable, reusable, recyclable, biodegradable, durable, eco-friendly, natural, breathable, anti-static, water-proof

- o Materials: 100% pure natural jute biodegradable and Eco Friendly Rope

- o Handles: Cotton webbed handles are easy on hands and slip over most shoulders

- o Color: Plain Natural color, (no print)

- o Capacity: can carry up to 10kgs.

2. Bamboo cutlery set, including:

- o 1 wooden spoon

- o 1 wooden fork

- o 1 wooden chopsticks

- o Canvas Pouch

- o Sub-Total Amount: PhP 36,000.00

4. Transportation

Must be DOT Accredited Tourist Transport

Must provide five (5) units of air-conditioned van to be used on 17 - 19 October 2022

Provision of focal person/dispatcher

Roundtrip DOT Central Office to hotel transfers and vice versa with the provision of transportation of luggage

Inclusive of fuel, applicable toll and parking fees, and professional driver fees and meals

Rate of van Php 10,000.00/ day x 3 days
o Sub-Total Amount: Php 150,000.00

5. Roundtrip Domestic Airfare

Must be an airline company operating in the Philippines

Must include 20kg baggage allowance for each passenger

Inclusive of aircraft fuel cost, overfly and navigational fees, rebooking and cancellation fee, ground handling fees, and other logistics required

Must be given to selected participants (15 guests) from the following areas: Legaspi, Iloilo, Dumaguete, Cebu, Bohol, Tacloban, Zamboanga, Cagayan de Oro, and Davao

o Sub-Total Amount: Php 223,977.00

IV. Others

Inclusive of all applicable taxes, government procedure, and send bill arrangement.

Approved Budget for Contract: PhP 942,977.00

Contact Person:

MS. AGNES MARIE S. OCAMPO/ MS. JOY C. CUNANAN

Tourism Development Planning Division

Contact No.: 459-5200 to 30 local 516

Email Address: asocampo@tourism.gov.ph | jccunanan@tourism.gov.ph

Noted by:

MR. RAMIL S. BASUEL

OIC-Chief

Tourism Development

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.

5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 09/09/2022

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