



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9050647
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Travel and Tour Operator ASEAN Gender and Development in Tourism Program 21 November 2022 I Metro Manila

Area of Delivery

Solicitation Number: 2022-09-0129	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification: Goods - General Support Services	Bid Supplements	0
Category: Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract: PHP 345,000.00	Document Request List	0
Delivery Period: 2 Day/s		
Client Agency:	Date Published	24/09/2022
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	Last Updated / Time	23/09/2022 15:22 PM
	Closing Date / Time	27/09/2022 14:00 PM

Description

TERMS OF REFERENCE
Procurement of Travel and Tour Operator
ASEAN Gender and Development in Tourism Program
21 November 2022 I Metro Manila, Philippines

I. PROJECT DESCRIPTION

The Department of Tourism (DOT) requires a competent, experienced and DOT-accredited travel and tour operator that can provide meals and transportation on 21 November 2022 in Metro Manila, Philippines (venue to be announced).

II. BACKGROUND

The Philippine Department of Tourism (PDOT) is the lead country coordinator for ASEAN Gender and Development. As we enjoy to celebrate the 18-day campaign to end violence against women, the PDOT will host a one-day forum on 21 November 2022, Monday in Metro Manila, Philippines (venue to be announced).

The celebration aims to prevent and eliminate violence against women and girls (VAWG) worldwide. Also, the forum will highlight the impact of combining individual effort towards a collaborative thrust to attain a VAW-free tourism industry. As we fight all gender-related issue, the PDOT looks forward to gain insight and share best practices and experiences in understanding women empowerment, VAWC, VAWG, and GAD.

III. OBJECTIVES

1. To celebrate the 18-day campaign to end Violence Against Women (VAW).
2. To advocate everyone in the prevention and elimination of violence against women and children in tourism.
3. To highlight the impact of combining efforts toward a collaborative and united thrust towards a VAW-free tourism industry.
4. To empower women and children in the tourism industry and encourage proactive participation in the VAWC campaign.
5. To gain insight and share good practices and experiences in understanding VAW; and
6. To provide promotional (IEC) materials to attain a VAW-free tourism industry.

IV. SCOPE OF SERVICES

The travel and tour operator shall provide the following:

1. Venue and Meals

- i. Venue must be located in Makati or Pasay
- ii. Venue to accommodate 100 pax (banquet set-up)
- iii. Venue to include complimentary audio-visual system, wireless microphone, podium, extension wire, and fast and stable internet connection
- iv. Provision of Secretariat room on 20-21 November 2022
- v. Ingress on 20 November 2022 and egress on 22 November 2022
- vi. Meals include AM and PM snack and buffet lunch for 100 pax
 - o Meals include local Filipino cuisine and delicacies
 - o Buffet lunch includes appetizer, 5 main courses (vegetable, pork, beef or chicken, and fish), steamed rice, 1 round of drink (soda or canned juice), dessert
 - o Provision of free-flowing coffee and tea

2. Transportation Service

- i. Provision of at least 18-seater van for the DOT secretariat on 21 November 2022
- ii. Whole day usage of van, at least 10 hours
- iii. Transport service is inclusive of driver, driver's meal, and other vehicular fees and charges.

V. TERMS OF PAYMENT – GOVERNMENT PROCEDURE

The approved total budget amount is three hundred forty-five thousand pesos (Php 345,000.00) inclusive of all applicable taxes via send bill arrangement.

Prepared by: Noted by:

Mylene D. Talana Warner M. Andrada
Project Officer, PFICD OIC-Assistant Secretary, 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 23/09/2022

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