



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9065950
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-Accredited Tour Operator for the Conduct of Professional Drivers Development Program
Area of Delivery Cavite

Solicitation Number:	RFQ No. 2022 - 09 - 0138	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	30/09/2022
Approved Budget for the Contract:	PHP 236,286.00	Last Updated / Time	29/09/2022 13:55 PM
Delivery Period:	2 Day/s	Closing Date / Time	04/10/2022 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

TERMS OF REFERENCE

Procurement of Tour Operator for Professional Drivers Development Program

I. PROJECT TITLE : Professional Drivers Development Program

II. DATE/VENUE : October 15-16, 2022 / Cavite/Tagaytay Area

III. BACKGROUND/ RATIONALE

Section 22, Par. 5, of Republic Act 9593 otherwise known as the Tourism Act of 2009 mandated the Department to "Develop and implement a Human Resource Development Plan, based on identified needs, which will provide the enhancement of the competencies and skills of employees as well as their physical, social and spiritual well-being."

Cognizant of this, the Training and Development Division (TDD) is proposing the conduct of the Professional Drivers Development Program. It aimed to enhance the personality of our Drivers and further developing their knowledge on road safety, driving courtesies and traffic rules and regulations.

Furthermore, it is in line with the principle of Gender and Development and Equal Opportunity Principle of the DOT by providing training programs on the basis of job requirement and training needs without prejudice to their ethnicity, sexual orientation, religion, language, gender, age, disability and alike.

IV. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for an accommodation establishment, function room, meals

provider and transportation intended for the Resource Person/s and DOT participants for the said program.
I. MINIMUM REQUIREMENTS OF SUPPLIER FOR ACCOMMODATION, MEALS, FUNCTION ROOM AND TRANSPORTATION

- Must be a DOT- accredited Tour Operator
- Must be able to provide room accommodation for 50 participants/employees and resource person/s;
- Must be able to provide seminar venue and meals of 50 participants/employees and resource person/s.
- Must be able to provide a big function room that will allow participants to do some activities and is pillar-free, can accommodate 50-60 participants
- Hotel Accommodation and Transportation must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Must be able to provide transportation for thirty (45-50) person from Makati-Cavite/Tagaytay- Makati
- Accommodation must be in Cavite/Tagaytay Area
- Must be amenable to government pay procedure

A. ACCOMMODATION REQUIREMENTS

(25) twin-sharing (i.e. 2 beds) hotel room accommodation
Check – in: October 15, 2022
Check – out: October 16, 2022
Accommodation: Php 2,200.00 x 25 rooms x 1night = Php 55,000.00

B. MEALS AND FUNCTION ROOM REQUIREMENTS

Catered/buffet meals for 50 participants, resource speakers and facilitators
breakfast = Php 220.00 x 50pax x 2days = Php 22,000.00
Dinner = Php 220.00 x 50pax x 2days = Php 22,000.00
Conference Package = Php 1,000.00 x 50pax x2days = Php 100,000.00
Inclusion (October 15-16, 2022):
1. am and pm snacks with Lunch for 2days
2. Use of registration table for the secretarial with rostrum
3. Provision of free flowing coffee/tea and water during the seminar
4. With stable free Wi-Fi access
5. Audio-Visual Equipment (with dedicated technician)
6. LED Projector/wide screen, Standard Audio/PA system with at least 2microphones
7. Free use of whiteboard with markers, and provision of pens and pads

C. TRANSPORTATION REQUIREMENTS

one (1) unit air conditioned bus
45-50 Seater
Available on October 15-16, 2022
Makati-Cavite/Tagaytay-Makati (Route)
October 15, 2022 – Pick up DOT Makati to Cavite/Tagaytay
October 16, 2022 – Pick up Cavite/Tagaytay to DOT Makati
Inclusive of toll fees

V. APPROVED BUDGET

Two Hundred Thirty-Six Thousand Two Hundred Eighty-Six PesosOnly (Php 236,286.00) inclusive of applicable taxes. Expenses shall be charged to the HRD-TDD continuing Funds for FY 2021.

VI. TERMS OF PAYMENT

Government Procedure

VII. CONTACT DETAILS

Name: Carolyn P. Gabriel/ Joseph Pastrana
E-mail: tdd@tourism.gov.ph/ cpgabriel@tourism.gov.ph / jrpastrana@tourism.gov.ph
Contact No.: 459-5200 local 426/ 09396535219

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Travel and Tour Agency	Procurement of Services of a DOT-Accredited Tour Operator for the Conduct of Professional Drivers Development Program	1	Lot	236,286.00

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

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to

jsfrancisco@tourism.gov.ph on or before 04 October 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 29/09/2022

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.

© 2004,2004-2022 DBM Procurement Service. All rights reserved.,DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)