



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9075344
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Accommodation and Meals for the Conduct of Values Orientation Workshop
Area of Delivery Metro Manila

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | RFQ No. 2022 - 10 - 0151 | 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: | Hotel and Lodging and Meeting Facilities | Date Published | 04/10/2022 |
| Approved Budget for the Contract: | PHP 113,300.00 | Last Updated / Time | 03/10/2022 15:01 PM |
| Delivery Period: | 3 Day/s | Closing Date / Time | 07/10/2022 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 Accommodation and Meals

I. PROJECT TITLE : Values Orientation Workshop (VOW)

II. DATE/VENUE : October 18-20, 2022 / Makati City

III. BACKGROUND/ RATIONALE

The Civil Service Commission (CSC), as the central human resource institution of the government, through (Civil Service Commission- National Capital Region (CSC NCR), provides direct training and human resource development interventions to government officials and employees in accordance with its strategic priority of developing a competent and credible government workforce towards a governance of high integrity and excellence.

The Civil Service Commission's flagship training programs such as the Supervisory Development Course Track 1, Supervisory Development Course Track 2 & 3, Public Service Ethics and Accountability and the Values Orientation Workshop was not offered by the CSC-NCR last year due to COVID-19 pandemic situation which led them to revise and update their modules to keep apace with global trends and world class standards of training delivery, as well as be responsive to the current situations.

As stipulated in Section I, Rule III, Rules Implementing Republic Act (R.A.) 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and RA 9485 known as the Anti-Red Tape Act of 2007 (ARTA 2007), it is the responsibility of every department, office and agency to ensure that officials and employees attend the values programs and participate in parallel value development efforts.

The aforementioned program will enhance work performance, leadership ability and instill positive attitudes for the Department's workforce. As such the TDD is inclined in proposing the engagement of the CSC-NCR for the conduct of the above-mentioned flagship programs for DOT.

IV. MINIMUM REQUIREMENTS FOR SUPPLIER

- Must be a DOT- accredited hotel establishment;
- Must be able to provide meals for 35 employees and resource person/s, including room accommodation for the 20 regional participants per program;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Must be located near DOT Makati City

V. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for an accommodation establishment and meals intended for the Resource Persons and DOT Employees for the said program.

LOT I. ACCOMMODATION REQUIREMENTS

(10) twin-sharing (i.e. 2 beds) hotel room accommodation

- PhP 2,200.00 per room x 10 rooms x 2 nights = PhP 44,000.00

Check – in: October 18, 2022, 2:00 p.m.

Check – out: October 20, 2022, 12:00 noon

(Hotel should be open for cancellation of room booking once not occupied by the participants)

Sub-total for the Accommodation Requirements = PhP 44,000.00

LOT II. MEAL REQUIREMENTS

- Must be able to provide buffet meal arrangements for thirty five (35) pax; (in-house participants, resource persons and TDD facilitators)
- Breakfast/Lunch/PM Snacks
- PhP 660.00 x 35 pax x 3 days = PhP 69,300.00
- Provision of free flowing coffee/tea and water from 7:00 am – 7:00 pm
- Must be able to provide safe, clean and well-disinfected kitchen utensils;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Location must be near DOT Central Office, Makati City.
- Must be amenable to government pay procedure

Sub-total for the Meal Requirements = PhP 69,300.00

VI. PROJECT COST

Description Unit Quantity Unit Price Amount

I. Accommodation requirements on October 18-20, 2022

(2 nights)

1 20 pax PhP 2,200.00 PhP 44,000.00

SUB-TOTAL PhP 44,000.00

II. Meal requirements on October 18-20, 2022

(3 days)

1 35 pax PhP 660.00 PhP 69,300.00

SUB-TOTAL PhP 69,300.00

GRAND TOTAL PhP 113,300.00

VII. APPROVED BUDGET

One Hundred Thirteen Thousand Three Hundred Pesos (PhP 113,300.00) inclusive of applicable taxes. Expenses shall be charged to the Training and Development Division (TDD) Internal Training Programs for FY 2022.

VIII. TERMS OF PAYMENT

Government Procedure

IX. CONTACT DETAILS

Name: Patrick John T. Garduque

E-mail: ptgarduque@tourism.gov.ph/ tdd@tourism.gov.ph

Contact No.: 09299783344

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|----------------------|---|----------|-----|--------------|
| 1 | Hotel | Procurement of Accommodation and Meals for the Conduct of Values Orientation Workshop | 1 | Lot | 113,300.00 |

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 07 October 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 03/10/2022

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