



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9076600
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator for the Strategic Planning and Return on Investment (ROI) Workshop 27-29 October 2022, Baler, Aurora

Area of Delivery

Solicitation Number:	2022-09-150	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	04/10/2022
Approved Budget for the Contract:	PHP 288,400.00	Last Updated / Time	03/10/2022 17:18 PM
Delivery Period:		Closing Date / Time	07/10/2022 10:00 AM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TECHNICAL SPECIFICATION

Strategic Planning and Return on Investment (ROI) Workshop
27-29 October 2022, Baler, Aurora

Objectives:

The Planning Service Strategic Planning and Return on Investment (ROI) Workshop is aims to achieve the following objectives:

- Assess the performance of the Planning Service in 2021 and in the current year;
- Identify challenges and devise an action plan to improve the delivery of services;
- Discuss and agree on individual commitments for PS Program, Activity, and Projects (PAPs) implementation;
- Familiarize with measuring Return on Investment in government programs and projects;
- Draft an ROI template to be used by the Delivery Units in PAPs net benefits over cost of the projects; and
- Present the DOT QMS Electronic Document Control Center (E-DCC).

I. Scope of Service

The service provider should be able to provide the meals, accommodation, function room, and transportation with the

following specifications:

1. Accommodation Requirements:

- Double/Twin-Sharing - 2 nights with Breakfast
- Type of Accommodation : Hotel or Resort
- Check-In : 27 October 2022
- Check-Out : 29 October 2022
- Number of Participants : 23 Participants
- Location of Accommodation : Within Baler, Aurora
- Inclusions : Breakfast
- Strong Wi-Fi connection
- Must be a DOT Accredited Establishment

2. Meals and Venue Requirements

- Lunch, AM/PM Snacks, and Dinner
- Function Room

Inclusions:

- Use of LCD projector and screen and laptops
- Basic PA Sound System (e.g. microphones, speakers, etc)
- Extension cords
- Strong Wi-Fi connection
- Complimentary use of Business Center

3. Transportation Requirements:

- One (1) Unit of Coaster and One (1) Unit of Van
- Rental will be from 27-29 October 2022
- Inclusive of the meals and accommodation of the Driver/s
- Inclusive of fuel and other expenses such as toll and parking fees

4. Total Budget: Php 288,400.00

5. Payment Procedure: Government Procedure

6. Tour Operator must be DOT Accredited

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is TWO HUNDRED EIGHTY-EIGHT THOUSAND FOUR HUNDRED PESOS (PHP 288,400.00) inclusive of all government taxes and charges.

The winning bid, however, 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.

Prepared by:

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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.

Interested bidder/s may Submit their Quotation in a Sealed Envelope together with the following:

- 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 MAITA SUMOGAD DANTE

Date Created 03/10/2022

directed to the contact person/s of the concerned party.

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