



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9084873
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of DOT - Accredited Tour Operator for the Conduct of Invest-Up: Upskilling Program for OTSR Personnel
Area of Delivery Palawan

Solicitation Number:	RFQ No. 2022 - 10 - 0154	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 388,670.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	06/10/2022
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	Last Updated / Time	05/10/2022 14:57 PM
		Closing Date / Time	10/10/2022 10:00 AM

Description

TERMS OF REFERENCE
 INVEST-UP: UPSKILLING PROGRAM FOR OTSR PERSONNEL
 (Target Implementation Date: November 16-18, 2022)

I. PROJECT

Ground Handling Services (Airfare, Accommodation, Meals, Land and Sea Transportation and Banquet Service)

II. PROJECT DESCRIPTION AND OBJECTIVES

As part of the Office of Tourism Standards and Regulation's capacity building program for its personnel, the Project and Investment Evaluation Division (PIED) is conducting its Invest-Up with the aim of increasing OTSR personnel productivity by honing essential skills and knowledge to the execution of their respective projects.

III. MINIMUM REQUIREMENT

The service provider shall meet the following minimum requirements:

- a. Must be PHILGEPS REGISTERED
- b. Must be a DOT Accredited Travel and Tour Agency or Tour Operator
- c. Must be willing to provide services on a send bill arrangement
- d. Must comply with the detailed services specified in Item IV of the TOR

IV. SCOPE OF WORK

A. Transportation Requirements:

a. Provision of Roundtrip Airline Tickets

- i. Date of Travel : November 16-18, 2022
- ii. No. of Pax: 29 DOT-OTSR Officers and Resource Speakers
- iii. Itinerary: Manila – Coron

b. Vehicle Rental

- i. Inclusion Date: November 16 and 18, 2022
- ii. No. of Pax: 29 DOT-OTSR Officers and Resource Speakers
- iii. Itinerary: Airport to Hotel, vice versa

B. Accommodation and Meals Requirement

a. Accommodation establishment must be DOT-accredited accommodation located within the town of Coron

b. 4 Single Occupancy Rooms inclusive of breakfast

- i. Check-in: November 16, 2022
- ii. Check-out: November 18, 2022

c. 12 Twin Occupancy Rooms inclusive of breakfast

- i. Check-in: November 16, 2022
- ii. Check-out: November 18, 2022

d. Meals not included during the Seminar

- i. Lunch for 29 pax on November 16, 2022
- ii. Dinner for 29 pax on November 16-17, 2022

C. Function/Event Requirement

a. Function Room that can accommodate 29 pax in classroom set up following the health and safety protocols

b. Date of the function:

- i. November 16, 2022 (01:00 pm to 05:00pm)
- ii. November 17, 2022 (08:00 am to 05:00pm)

c. Meal during the Seminar

- i. November 16, 2022
 1. Plated PM Snack with one (1) round of drinks (iced tea or juice)
- ii. November 17, 2022 (08:00 am to 05:00pm)
 1. Plated AM Snack with one (1) round of drinks (iced tea or juice)
 2. Buffet Lunch with one (1) round of drinks (iced tea or juice)
 3. Plated PM Snack with one (1) round of drinks (iced tea or juice)

d. Free flowing coffee and tea

e. Water Dispenser

f. Capacity of the venue must be good for 100 pax to allow mobility for the workshop component.

g. Registration table should be near the entrance of the function venue.

h. Secretariat table should be inside the venue for easier facilitation and contact with speakers.

i. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.

j. Must have available laptop, microphones / PA system, projection screen, LCD projector, pens and pads, and with strong internet connection - capable of providing connection to participants

D. Resource Speaker/Facilitator

a. Recommend Resource Speaker/Facilitator for the conduct of seminar in accordance with the OTSR-approved Program

b. Facilitate payment of professional fees for the resource speaker/facilitator of the seminar

VI. BUDGET OF THE PROJECT

Total Approved ABC: P 388,670.00

Budget for the conduct of the event is Three Hundred Eighty Eight Thousand Six Hundred Seventy Pesos Only (Php 388,670.00), inclusive of all government taxes and applicable charges.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. TERMS OF PAYMENT

Government Procedure (Send-bill Arrangement)

VIII. PROJECT OFFICER / CONTACT PERSON:

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator	Procurement of DOT - Accredited Tour Operator for the Conduct of Invest-Up: Upskilling Program for OTSR Personnel	1	Lot	388,670.00

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, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City on or before 10 October 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 05/10/2022

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