



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9140910
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator for Phase 2 Capacity Building - Mindanao
Area of Delivery

Solicitation Number:	2022-10-209	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	21/10/2022
Approved Budget for the Contract:	PHP 914,137.60	Last Updated / Time	20/10/2022 11:32 AM
Delivery Period:		Closing Date / Time	25/10/2022 14:00 PM
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

TERMS OF REFERENCE

I. TITLE: Procurement of Tour Operator for Phase 2 Capacity Building - Mindanao

II. DATE: November 14-18, 2022

III. LOCATION: Davao City

IV. ACTIVITY REQUIREMENTS

1. Hotel Accommodation (5D/4N)

o Provision of single and/or twin-sharing room hotel accommodation for resource person, secretariat and participants;

o Must be a DOT-accredited hotel;

o All participants must be housed in one (1) hotel; and

o Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing.

o Participants: DOT Central Offices, DOT Regional Offices, DOT Attached Agencies, and LGUs (i.e., Provinces, Cities or Municipalities).

No. of Pax Room Type Check In Check Out

60 Single / Twin-sharing 14 November 2022 18 November 2022

2. Meals

- o Provision of meals for participants, resource person, and secretariat; and
- o Payment of meals must be based on the actual meal consumed.

Date Number of Pax Meals Remarks
14 November 2022 60 pax Breakfast

Lunch

Dinner Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water

Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water

Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
15 November 2022 60 pax Breakfast

Lunch

Dinner Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water

Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water

Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
16 November 2022 60 pax Breakfast

Lunch

Dinner Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water

Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water

Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
17 November 2022 60 pax Breakfast

Lunch

Dinner Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water

Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water

Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
18 November 2022 60 pax Breakfast

Lunch

Dinner Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water

Packed lunch/within the vicinity of technical visit, inclusive of 1 round of chilled juice with service/bottled water

Packed dinner inclusive of 1 round of chilled juice with service/bottled water

3. Meeting Rooms

- One meeting room to accommodate 60 pax, good for 8 hours for 4 days;
- Equipped with air-conditioning;
- Standby personnel for IT-related concerns;
- Flowing coffee, hot chocolate, tea, water station, nuts, and candies;
- Pencil and note pad;
- Unlimited use of the following services:
 - WiFi (strong and reliable) connection;
 - 2 high definition 60" LCDs/projectors with connectors;
 - Minimum of 2 microphones with reliable sound system;
 - Extension wires for use of organizers, and participants; and
 - Electrical use for laptops, cellphones and other gadgets.

Days Number of Meeting Room Number of Pax Remarks

14 November 2022 1 room 60 pax With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water

15 November 2022 1 room 60 pax With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water

16 November 2022 1 room 60 pax With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water

17 November 2022 1 room 60 pax With provision of AM and PM snacks inclusive of 1 round of chilled juice with

service water

4. Transportation

- o Inclusive of professional driver, drivers' fee, expressway toll fees, and other applicable fees; and
- o Unutilized vehicles, if any, must not be charged to the DOT and shall be excluded from the final billing;

Date Capacity and Route Remarks

14 November 2022

10 Vans (Davao City)

Number of Vans: 10 units

Number of Hours: 6 hours

Route: Pick Up from Airport to Hotel

Time: TBD Passengers: Participants, Secretariat, Resource Person

18 November 2022 11 Vans (Davao City)

Number of Vans: 11 units

Number of Hours: 10 hours

Route:

1. Pick Up from hotel to Technical Visit (c/o Host City)
2. Hotel to Airport Drop Off

Time: TBD Passengers: Participants, Secretariat, Resource Person

5. Domestic Air Tickets

- o Provision of roundtrip economy class air tickets for participants; and
- o Unutilized flights, if any, must not be charged to the DOT and be excluded from the final billing.
- o Pax: Secretariat, and Manila-based Speaker and Participants

Date Number of Pax Destination Preferred Flight Details Baggage

14 November 2022

12 pax Manila to Davao Morning 20 kg per person

18 November 2022

12 pax Davao to Manila Evening 20 kg per person

6. Supplies

- o 1 set of learning materials for 60 pax
 - On-the-go (OTG) Flashdrive 32GB, USB 3.0
 - A5 Notebook 80 leaves
 - Black and Blue Sign Pen
- o 1 set of hygiene/care kit for 60 pax
 - 60ml Alcohol Bottle
 - 5pcs KN95 Mask

I. PROJECT COST, MODE OF PROCUREMENT AND TERMS OF PAYMENT:

The total allocated budget for the abovementioned activity and its deliverables is Php. 914,137.60, covering all activity-related expenses including taxes and fees.

II. MINIMUM QUALIFICATIONS OF SERVICE PROVIDER

1. Must be DOT-accredited;
2. Must have the latest PhilGEPS certification; and
3. Must be willing to provide services on a send-bill arrangement.

III. CONTACT DETAILS:

Contact Person : Rensan Sison

Office : Office of Special Concerns

Email Address : rbsison@tourism.gov.ph

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	TOUR OPERATOR	Procurement of Tour Operator for Phase 2 Capacity Building - Mindanao	1	Lot	914,137.60

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 MAITA SUMOGAD DANTE

Date Created 20/10/2022

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