



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9143868
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator Services for the Phase 2 Capacity Building on Project Development

Area of Delivery

Solicitation Number:	2022-10-210	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	2
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 997,823.00	Document Request List	1
Delivery Period:			
Client Agency:		Date Published	21/10/2022
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph	Last Updated / Time	26/10/2022 17:40 PM
		Closing Date / Time	28/10/2022 16:00 PM

Description

TERMS OF REFERENCE

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

II. DATE: December 5-9, 2022

III. LOCATION: Cebu City

IV. BACKGROUND

The National Tourism Development Plan (NTDP) 2016-2022 envisions the Philippines to develop a globally competitive, environmentally sustainable, and socially responsible tourism industry that promotes inclusive growth through employment generation and equitable distribution of income thereby contributing to building a foundation for a high-trust society.

Building on the assessment of the Philippine tourism industry outlined in the NTDP, Tourism Infrastructure Development Plans (TIDP) were developed in 2021, which explored hindrances preventing destinations from achieving their full potential, namely: (a) insufficient transport, accommodation, communication and tourist facilities/ services; (b) poor/lacking water, sanitation and waste management systems and infrastructure; (c) low tourism enterprise quality and service skills; (d) rapid and unsustainable tourism and urban development; (e) lack of

alternatives/diversification in tourism products; (f) low destination resilience to natural disasters and climate change; (g) weak institutional and management capacities.

With the foregoing in mind, the OSC embarked on the capacity building program on project development for DOT and its development partners. Phase 1, conducted between March to August 2022, presented the basic concepts on project development, which included project identification, preparation, packaging and general aspects of project viability/feasibility. Phase 2 of the capacity building program will introduce the basics on project management, its concepts, tools and practices, as well as session/s on monitoring and evaluation in support to the former. For Phase 3, the topics will focus on establishing project viability, particularly the economic and financial analysis of the project, as well as social and environmental assessment as regulatory requirements and safeguards of the government.

Moving forward from Phase 1, Phase 2 of the Capacity Building on Project Development will be undertaken in three batches in a face-to-face set-up. The decision to shift the mode from virtual to face-to-face is pursuant to the strong and resounding stakeholder feedback, as well as to address issues/concerns experienced by both organizers and participants, particularly: connectivity issues (i.e., weak/intermittent internet, power outage, bad weather/flooding); and low focus and concentration (due to overlapping workload, and office tasks).

V. OBJECTIVES

Phase 2 intends to provide a continuing technical training program focusing on specific topics related to project development and project management to selected LGUs, DOT offices and DOT attached agencies who completed the requirements of Phase 1 training program.

It aims to enhance the capability of the participants to do the following:

1. Enhance tourism-related proposal into full project proposal that could bring high impact results to the sector and its support industries by imbibing concepts, principles and processes in project development, management, and monitoring and evaluation;
2. Identify critical factors, aspects, and key elements of viability of projects; and
3. Explore possible project financing modalities.

An enhanced project proposal, incorporating concepts and ideas on project management, and monitoring and evaluation shall be the primary output for Phase 2. As culminating activity, each group will be asked to present their proposal.

VI. ACTIVITY REQUIREMENTS

1. Hotel Accommodation (5D/4N)

- o Provision of single and/or twin-sharing room hotel accommodation for 60 pax (resource person, OSC 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 05 December 2022 09 December 2022

2. Meals

- o Provision of meals for participants, resource person, and OSC secretariat.

Date Number of Pax Meals Remarks
05 December 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
06 December 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
07 December 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

08 December 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

09 December 2022 60 pax Breakfast

Lunch

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

Plated 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;
- Provision 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

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

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

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

08 December 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

05 December 2022

7 Van (Mactan and Cebu City)

Number of Vans: 7 units

Number of pax per van: 9

Good for 1 day

Route: Pick Up from Airport to Hotel Passengers: Participants, Secretariat, Resource Person

09 December 2022 7 Van (Mactan and Cebu City)

Number of Vans: 7 units

Number of pax per van: 9

Good for 1 day

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: OSC Secretariat, and Manila-based Speaker and Participants.

Date Number of Pax Destination Preferred Flight Details Baggage

05 December 2022
 12 pax Manila to Cebu Morning 20 kg per person
 09 December 2022
 12 pax Cebu 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

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

The total allocated budget for the abovementioned activity and its deliverables is Php 997,823.00, covering all activity-related expenses including taxes and fees.

VIII. 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.

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Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator Services	Tour Operator Services for Phase 2 Capacity Building on Project Development	1	Lot	997,823.00

Other Information

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THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
 Department of Tourism
 Makati City

with details such as:

Name of the Bidder/Company:
 Address of the Bidder/Company:
 Title of the Project:
 RFQ No. 2022-10-210

In addition to the Proposal/Quotation, kindly submit the following 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
5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 27 OCTOBER 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Remarks

New Deadline of Submission of Bids

Created by Norjannah P Lucman

Date Created 20/10/2022

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