



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9162794
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the Conduct of the Development of New Hotel industry Strategic Action Plan Focus Group Discussions on 14-18 November 2022 and 01-03 December 2022

Area of Delivery

Solicitation Number:	2022-10-0229	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 943,000.00	Document Request List	0
Delivery Period:	8 Day/s		
Client Agency:		Date Published	27/10/2022
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph	Last Updated / Time	27/10/2022 00:00 AM
		Closing Date / Time	02/11/2022 14:00 PM

Description

TERMS OF REFERENCE

Procurement of a Service Provider in connection with the Conduct of the Development of New Hotel Industry Strategic Action Plan Focus Group Discussions
14-18 November 2022, 01-03 December 2022

I. Background

The development of the Hotel Roadmap is a project initiated by the Department of Tourism (DOT) and Bureau of Investments (BOI) that aims to enhance the industry's competitiveness and enable to contribute more to inclusive growth and poverty reduction. Said roadmap serves as a guide to all stakeholders in developing priority intervention and addressing the challenges restraining the full potential of the hotel industry. The roadmap also aims to help in defining the government positions and strategies for trade and investment negotiations, as well as identify value-chain gaps to guide the hotel industry promotion.

DOT and BOI both recognize the importance of hotels and accommodation in the value chain of the tourism sector. With the strong demand for more quality accommodations and aggressive expansion of global hotel chains in major cities, the government plans to immediately convene the sectoral working groups for the hotel industry and start on the implementation of the said roadmap. This project intends to pursue a proactive and targeted approach to address the concerns in close partnerships with the relevant hotel industry associations, academe, and other government agencies.

Based on the 2020 Philippine Tourism Satellite Accounts (PTSA), internal tourism expenditures from the accommodation services alone accounted at 21.6% share, this figure excludes the contributions from the two major products that also correlate to the accommodation sector such as food and beverage services with 8.8% share and transport services with a share of 12.4%.

With the disruption caused by the coronavirus pandemic, which severely affected international and domestic travel and forced the hotel and accommodation sector to cease operations, the future landscape of the hotel industry posed new challenges and opportunities.

II. Objectives

The Development of New Hotel Industry Strategic Action Plan seeks to pursue the following objectives:

1. Assessment of the feasibility and relevance of the previous Hotel Roadmap targets for possible recalibration;
2. Identify the requirements of the new normal covering matters on soft and hard infrastructure to provide information on the type of hotels the Philippines will need in the next five to ten years;
3. Updating of the statistical data and pertinent information as well as development of methods to improve the collection of hotel industry statistical data;
4. Inclusion of a COVID-19 impact assessment on the Philippine hotel industry sector and stakeholders; and
5. Formulate overall and specific goals for the hotel industry through quantitative, measurable targets and implementation of short, medium and long-term plans of action consistent with the National Tourism Development Plan.

III. Scope of Work and Deliverables

The Service Provider will be required to undertake the following activities and supply the following deliverables:

1. Air Tickets (Economy)

Particulars Unit Baggage Allowance Departure
Manila - Cebu 12 pax 20 kls. 17 Nov 2022
Cebu - Manila 12 pax 20 kls. 18 Nov 2022
Manila - Davao 12 pax 20 kls. 01 Dec 2022
Davao - Manila 12 pax 20 kls. 03 Dec 2022

2. Accommodation (Must be DOT-accredited Hotel) for 12 pax

Location Number of Rooms Duration
Clark Five (5) Twin Sharing
Two (2) Single 2 nights & 3 days
Cebu Five (5) Twin Sharing
Two (2) Single 1 night & 2 days
Davao Five (5) Twin Sharing
Two (2) Single 2 nights & 3 days

3. Meals

Secretariat
Location Requirements Number of Pax No. of Days

Clark Breakfast

12 pax
2 days
Lunch 2 days
Dinner 2 days

Cebu Breakfast 2 days
Lunch 1 day
Dinner 1 day

Davao Breakfast 3 days
Lunch 2 days
Dinner 2 days

Participants
Location Requirements Number of Pax Arrangement
Manila AM Snack

40 pax
Plated
Lunch Buffet
Clark AM Snack Plated
Lunch Buffet
Cebu AM Snack Plated

Lunch Buffet

Davao AM Snack Plated

Lunch Buffet

4. Function Room/Hall

- a. Must be able to accommodate at least 40 pax
- b. Should follow physical distancing and safety protocols for events and must be fully ventilated
- c. Projector and Projector Screen/s
- d. Public Address System (Speakers, 2 wireless microphones and 2 wired microphones with stand)
- e. Extension Cords
- f. High Speed Internet
- g. Free-flowing coffee/tea, water stations and candies
- h. Whiteboard with markers
- i. Secretariat/Registration table
- j. Paper and pencil/ballpen for participants
- k. Alcohol dispensers around the room

5. Transportation

- a. Two (2) vans inclusive of driver and meals, fuel and toll fees
- b. Bottled water on-board

Particulars Schedule Duration

Manila 14 Nov 2022 1 day

Clark 14 - 16 Nov 2022 3 days

Cebu 17 - 18 Nov 2022 2 days

Davao 01 - 03 Dec 2022 3 days

6. Care Kits for 40 pax x 4

- a. Three (3) pieces disposable mask
- b. One (1) bottle of 100ml 70 % Isopropyl Alcohol
- c. One (1) pack of Wet Wipes (small)

Timeline of Activities

Schedule Activity

14 November FGD in Manila

Departure to Clark

15 November FGD in Clark

16 November Departure to Manila

17 November Departure to Cebu

18 November FGD in Cebu

Departure to Manila

01 December Departure to Davao

02 December FGD in Davao

03 December Departure to Manila

IV. Approved Budget for the Contract

The project has an approved budget of Nine Hundred Forty-Three Thousand Pesos (PhP943,000.00) including taxes and other fees chargeable against the OTDPRIM GAA for FY 2022, subject to the usual accounting and auditing rules and regulations.

V. Technical and Eligibility Requirements

1. Proponent must be PhilGEPS registered
2. Proponent must be willing to provide services on a send-bill arrangement as per standard government procedure

VI. Project Officer

RUSSEL N. DELA CRUZ

Tourism Operations Officer I

Statistics, Economic Analysis and Information Management Division

Office of Tourism Development Planning, Research, and Information Management

Trunk Line: (02) 8459 5200 to 30 Local 512

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Approved by:

WARNER M. ANDRADA
OIC-Assistant Secretary,
Tourism Development

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 TERESITA A. ROMANES

Date Created 26/10/2022

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