



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9223837
Procuring Entity DEPARTMENT OF TOURISM
Title Seminar of Gender and Development (GAD) and Related Laws to CAR Stakeholders on Nov. 24-25, 2022

Area of Delivery

Solicitation Number:	2022-11-0276	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	1
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	12/11/2022
Approved Budget for the Contract:	PHP 138,643.81	Last Updated / Time	15/11/2022 10:54 AM
Delivery Period:		Closing Date / Time	17/11/2022 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

TERMS OF REFERENCE

I. PROJECT

Seminar of Gender and Development (GAD) and Related Laws to CAR Stakeholders

II. PURPOSE / OBJECTIVE

The seminar aims to enhance the personal and professional awareness of tourism stakeholders on gender and development laws pursuant to the Department's objective to adopt gender mainstreaming as a strategy to promote human rights and eliminate gender discrimination in the tourism industry.

The DOT-LAS is in need of the services of a DOT-accredited Tour Operator located in NCR/CAR to provide ground handling arrangements for the seminar to be held tentatively from 24 to 25 November 2022 in Baguio City.

III. MINIMUM REQUIREMENTS

- Must be a DOT-Accredited Tour Operator
- Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.

IV. SCOPE OF DELIVERABLES

A. Land Transportation (Vehicle Rental) for 5 pax

1. 23 November 2022 - Pick up at DOT Makati and drop off at Baguio Hotel
2. 24 to 25 November 2022 – Vehicle at hotel for any needs/logistics
3. 26 November 2022 – Pick up at Baguio Hotel and drop off at DOT Makati

- Winning bidder will be provided with the schedule of arrival and departure of organizers
- Vehicle must comfortably accommodate the number of pax (including luggage)
- Inclusive of fuel, driver, meals and accommodation of the driver, and other expenses such as toll and parking fees, if applicable

B. Accommodation

1. Two (2) twin-sharing rooms
2. One (1) single occupancy room
3. Check In – 23 November 2022

Check Out - 26 November 2022

- Open to cancellation of room booking in case the room was not occupied
- WiFi access
- Complimentary use of recreational facilities

C. Function Room with Banquet Services (24 to 25 November 2022)

1. 2-day use of function room
 2. PM snacks for 35 pax
 3. Auditorium/classroom set-up
 4. Use of podium, three (3) wireless microphones, sound system, projector, screen, clicker, whiteboard, and markers
- WiFi access to all participants
 - Free-flowing water, coffee, tea, mints and candies
 - Provision of pads and pencils

D. Meal Requirements during Seminar (24 to 25 November 2022)

1. Breakfast/AM snacks and Lunch for 35 pax

E. Meal Requirements of Speaker and Organizers-Off Session

1. 23 November 2022 – Breakfast, Lunch and Dinner for 5 pax
2. 24 November 2022 – Dinner for 5 pax
3. 25 November 2022 - Dinner for 5 pax
4. 26 November 2022 – Breakfast, Lunch and Dinner for 5 pax

V. DATE AND LOCATION OF THE EVENT

November 23 to 26, 2022 in Baguio City

VI. APPROVED BUDGET OF THE CONTRACT (ABC):

One Hundred Thirty-Eight Thousand Six Hundred Forty-Three Pesos and 81/100 (PhP138,643.81)

VII. PROJECT OFFICERS

Contact Persons : Veronica Reyes (0929 5264858) – vjreyes@tourism.gov.ph
Jacqueline Reposar (0917 4943168) – jdreposar@tourism.gov.ph

Office : Legal Affairs Service
Penthouse (6th flr), DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 619 and 620

Prepared by:

VERONICA J. REYES
Legal Assistant II
Legal Affairs Service

Approved by:

ATTY. JENNIFER A. OLBA

OIC-Director
Legal Affairs Service

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator	Seminar of Gender and Development (GAD) and Related Laws to CAR Stakeholders	1	Lot	138,643.81

Other Information

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 msdante@tourism.gov.ph on or before 15 NOVEMBER 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Remarks

extension of submission of quotation on November 17, 2022 @ 10:00am

Created by MAITA SUMOGAD DANTE

Date Created 11/11/2022

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