



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9240112
Procuring Entity DEPARTMENT OF TOURISM
Title Personnel Enhancement and Visit of Tourism Sites in Cebu/Bohol on December 7-10, 2022 & Busuanga/Coron on December 13-16, 2022
Area of Delivery (Independent City)

Solicitation Number:	2022-11-0285	Status	Pending
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 932,596.00	Document Request List	0
Delivery Period:	4 Day/s		
Client Agency:		Date Published	17/11/2022
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	16/11/2022 10:30 AM
		Closing Date / Time	22/11/2022 09:00 AM

Description

TERMS OF REFERENCE

Procurement of Tour Operator for Personnel Enhancement and Visit of Tourism Sites

I. PROJECT TITLE : Personnel Enhancement and Visit of Tourism Sites

II. DATE/VENUE : December 7-10, 2022/ Cebu/Bohol
December 13-16, 2022 / Busuanga/Coron

III. BACKGROUND/ RATIONALE

The "Personnel Enhancement and Visit of Tourism Sites" project is deemed important for DOT employees to see and experience the various destinations being promoted by the Department to put them in a better position to help in promotion efforts.

The project will not only provide DOT employees the opportunity to be exposed to gender sensitive tourist sites and involve them in the campaign for a gender responsive tourism industry but also to foster appreciation and better understanding of the tourism destination.

With this undertaking, the Department thru Training and Development Division would like to implement the project pursuant to the following directives:

a. Section 3 Paragraph (b) of Republic Act 9593 known as the Tourism Act of 2009, which "Encourage activities and programs which promote tourism awareness, preserve the country's diverse cultures and heritage, and instill a sense of history and a culture of tourism among the youth and the populace".

b. Paragraph 5, Section 22 Rule II of the Implementing Rules and Regulation of the said act, it requires the Department through its Human Resource Division to "Develop and implement a human resource development plan, based on identified needs, which will provide the enhancement of the competencies and skills of employees as well as their physical, social and spiritual well-being"

IV. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for a Tour Operator/Travel Agency that can provide meals, accommodation, transportation (bus and airplane), conference package and technical visits intended for the DOT participants for the said program.

I. MINIMUM REQUIREMENTS OF SUPPLIER FOR MEALS, ACCOMMODATION, TRANSPORTATION, CONFERENCE PACKAGE AND TECHNICAL VISIT

- Must be a DOT- accredited Tour Operator/Travel Agency
- Must be able to provide meals for 20 participants/employees;
- Must be able to provide room accommodation for 20 participants/employees (Cebu/Bohol)
- Must be able to provide Transportation (Bus and Airplane)
- Must be able to provide a function room that will allow participants to do some activities and is pillar-free, can accommodate 30-40 participants
- Must be able to provide technical visits for 20 participants
- Hotel Accommodation and Transportation must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Must be amenable to government pay procedure

LOT 1 : CEBU /BOHOL (December 7-10, 2022)

A. MEALS REQUIREMENT

1. Php 180.00 x 20pax x 3days (Breakfast) = Php 10,800.00
2. Php 180.00 x 20pax x 1day (Lunch) = Php 3,600.00
3. Php 180.00 x 20pax x 3days (Dinner) = Php 10,800.00

B. ACCOMMODATION REQUIREMENTS

(10) twin-sharing (i.e. 2 beds) hotel room accommodation
Check - in: December 7, 2022
Check - out: December 10, 2022
Accommodation: Php 1,800.00 x 10 rooms x 3 nights = Php 54,000.00

C. TRANSPORTATION REQUIREMENTS

- a. one (1) unit air conditioned bus
40-45 Seaters
Available on December 7 & 10, 2022
DOT Makati-NAIA Terminal -DOT Makati (Route)
December 7, 2022 - Pick up DOT Makati to NAIA Terminal
December 10, 2022 - Pick up NAIA Terminal to DOT Makati
Inclusive of toll fees
Php 7,112.00 x 2 way (RT) = Php 14,224.00
- b. Airfare for 20participants
Dec. 7, 2022 - NAIA Terminal - Cebu Airport
Dec. 10, 2022 - Tagbilaran Airport to NAIA Terminal
Php 10,976.00 x 20 pax = Php 219,520.00
20% contingency Plan = Php 43,904.00
Terminal Fees Php 200.00 x 20pax x 2way = Php 8,000.00

D. CONFERENCE PACKAGE

Inclusion (December 7, 2022):

1. am and pm snacks with Lunch for 1day
2. Use of registration table for the secretarial with rostrum
3. Provision of free flowing coffee/tea and water during the seminar
4. With stable free Wi-Fi access
5. Audio-Visual Equipment (with dedicated technician)
6. LED Projector/wide screen, Standard Audio/PA system with at least 2microphones
7. Free use of whiteboard with markers, and provision of pens and pads

Php 1,000.00 x 20pax x 1day = Php 20,000.00

E. TECHNICAL VISITS

Technical Visits inclusive of boat/van ride with 2-Lunches
Dec. 7, 2022 - Half day City Tour
Dec. 8, 2022 - Cebu-Catmon-Badian-oslob Island Hopping Tour
Dec. 9, 2022 - Bohol Tour
Dec. 10, 2022 - Half day Tribe Immersion
Php 4,000.00 x 20participants = Php 80,000.00

V. APPROVED BUDGET

Four Hundred Sixty-Four Thousand Eight Hundred Forty-Eight Pesos Only, (Php 464,848.00) inclusive of applicable taxes. Expenses shall be charged to the HRD-TDD continuing Funds for FY 2021.

VI. TERMS OF PAYMENT

Government Procedure

LOT II: BUSUANGA/CORON (December 13-16, 2022)

A. MEALS REQUIREMENT

1. Php 220.00 x 20pax x 3days (Breakfast) = Php 13,200.00
2. Php 220.00 x 20pax x 1day (Lunch) = Php 4,400.00
3. Php 220.00 x 20pax x 3days (Dinner) = Php 13,200.00

B. ACCOMMODATION REQUIREMENTS

(10) twin-sharing (i.e. 2 beds) hotel room accommodation
Check – in: December 13, 2022
Check – out: December 16, 2022
Accommodation: Php 1,100.00 x 20pax x 3 nights = Php 66,000.00

C. TRANSPORTATION REQUIREMENTS

- a. one (1) unit air conditioned bus
40-45 Seaters
Available on December 13 & 16, 2022
DOT Makati-NAIA Terminal –DOT Makati (Route)
December 13, 2022 – Pick up DOT Makati to NAIA Terminal
December 16, 2022 – Pick up NAIA Terminal to DOT Makati
Inclusive of toll fees
Php 7,112.00 x 2 way (RT) = Php 14,224.00
- b. Airfare for 20participants
Dec. 13, 2022 – NAIA Terminal – Busuanga, Coron Airport
Dec. 16, 2022 – Busuanga, Coron – NAIA Terminal
Php 10,363.50 x 20 pax = Php 207,270.00
20% contingency Plan = Php 41,454.00
Terminal Fees Php 200.00 x 20pax x 2way = Php 8,000.00

D. CONFERENCE PACKAGE

Inclusion (December 13, 2022):
8. am and pm snacks with Lunch for 1day
9. Use of registration table for the secretarial with rostrum
10. Provision of free flowing coffee/tea and water during the seminar
11. With stable free Wi-Fi access
12. Audio-Visual Equipment (with dedicated technician)
13. LED Projector/wide screen, Standard Audio/PA system with at least 2microphones
14. Free use of whiteboard with markers, and provision of pens and pads
Php 1,000.00 x 20pax x 1day = Php 20,000.00

E. TECHNICAL VISITS

Technical Visits inclusive of boat/van ride with 2-Lunches
Dec. 13, 2022 – Half day Tribe Immersion
Dec. 14, 2022 – Coron Island Hopping & Town Tour (Maquinit Hot Spring etc.)
Dec. 15, 2022 – Calauit Safari Tour & Black Island Tour
Dec. 16, 2022 – Visit St. Augustine Parish Church & Pasalubong Center
Php 4,000.00 x 20participants = Php 80,000.00

VII. APPROVED BUDGET

Four Hundred Sixty-Seven Thousand Seven Hundred Forty-Eight Pesos Only, (Php 467,748.00) inclusive of applicable taxes. Expenses shall be charged to the HRD-TDD continuing Funds for FY 2021.

VIII. TERMS OF PAYMENT

Government Procedure

IX. CONTACT DETAILS

Name: Carolyn P. Gabriel/ Ezra Grace Bayuga
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Contact No.: 8459-5200 loc 426

Prepared by: Approved by:

CAROLYN P. GABRIEL WILSON J. TELIG

Other Information

Partial bid is allowed. All goods are grouped in lots. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

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 16/11/2022

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