

Bid Notice Abstract[Detail Tracking Report](#)**Request for Quotation (RFQ)**

Reference Number 9274851

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Tour Operator for Phase 2 Capacity Building - Luzon

Area of Delivery

 [Printable Version](#)

Solicitation Number:	2022-11-310	Status	Active
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	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	24/11/2022
Approved Budget for the Contract:	PHP 818,472.00	Last Updated / Time	24/11/2022 12:00 AM
Delivery Period:		Closing Date / Time	28/11/2022 3:00 PM
Client Agency:			
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		

Description

TERMS OF REFERENCE

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

II. DATE: 12 to 16 December 2022

III. LOCATION: Baguio City

IV. 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.

V. 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.

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 12 December 2022 16 December 2022

2. Meals

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

Date Number of Pax Meals Remarks
12 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
13 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
14 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
15 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
16 December 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;

- 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

12 December 2022 1 room 60 pax With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
 13 December 2022 1 room 60 pax With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
 14 December 2022 1 room 60 pax With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
 15 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.

Date Capacity and Route Remarks

12 December 2022

2 coasters (Manila and Baguio City)

Number of Coaster: 2 units

Capacity: 30 pax per coasters

Good for 1 day

Route: Pick Up from DOT Central Office Makati City to Hotel

Time: TBD Passengers: Participants, Secretariat, Resource Person

16 December 2022 2 coasters (Manila and Baguio City)

Number of Vans 2 coasters

Capacity: 30 pax per coasters

Good for 1 day

Route:

1. Pick Up from hotel to Technical Visit (c/o Host City)

2. Hotel to DOT Central Office Makati City

Time: TBD Passengers: Participants, Secretariat, Resource Person

5. 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 and 5pcs KN95 Mask

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

The total allocated budget for the abovementioned activity and its deliverables is Php. 818,472.00, covering all activity-related expenses including taxes and fees.

VII. 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.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator/Service Provider	Tour Operator for Phase 2 Capacity Building - Luzon	1	Lot	818,472.00

Other Information

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. 2022-10-158

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 28 November 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

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