



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9311444  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2nd Posting Procurement of Services of Tour Operator for IDRRM Operational Plan Workshop in Cebu City on 14-16 December 2022

#### Area of Delivery

<b>Solicitation Number:</b>	2022-12-0300 2nd Posting	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	03/12/2022
<b>Approved Budget for the Contract:</b>	PHP 563,426.50	<b>Last Updated / Time</b>	03/12/2022 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	06/12/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

##### TERMS OF REFERENCE

I. TITLE: Procurement of Tour Operator for IDRRM Operational Plan Workshop

II. DATE: 14-16 December 2022

III. LOCATION: Cebu City

##### IV. OBJECTIVES

The Department shall prepare an integrated, holistic, comprehensive, and proactive DOT Integrated Disaster Risk Reduction Management Operational Plan. This shall require an in-house planning team to be led by the Office of Tourism Development Planning, Research and Information Management (OTDPRIM), in collaboration with the DOT - Disaster Risk Reduction and Management Committee under Department Order 2022-102.

The preparation will have strong participation from the DOT central and regional offices. This operational plan succeeds the 2008 Disaster and Emergency Assistance Policy (DEAP) Action Plan and seeks to:

1. Develop and promote an integrated disaster risk reduction management (IDRRM) approach in DOT's operations, in support to its related activities and processes that are systematic and well-coordinated DRRM;
2. Strengthen the DOT's capabilities, knowledge, and resources in responding to disaster events in a timely and cost-efficient manner; and
3. Develop a strong partnership with the public and private in order to mobilize resources for the DOT-IDRRM.

## V. ACTIVITY REQUIREMENTS

### 1. Hotel Accommodation (3D/2N)

- o Provision of single and/or twin-sharing room hotel accommodation for 50 pax (resource person, DOT secretariat and participants);
- o Must be a DOT-accredited hotel;
- o All participants must be housed in one (1) hotel; and
- o Participants: DOT Central Offices, DOT Regional Offices,

No. of Rooms Room Type Check In Check Out  
14 Solo 14 December 2022 16 December 2022  
18 Twin-sharing 14 December 2022 16 December 2022

### 2. Meals

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

Date Number of Pax Meals Remarks  
14 December 2022 50 pax Lunch

Dinner 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 50 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 50 pax Breakfast

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

### 3. Meeting Rooms

- One meeting room to accommodate 50 pax, good for 8 hours for 2 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;
  - Electrical use for laptops, cellphones and other gadgets.

Date Number of Meeting Room Number of Pax Remarks

15 December 2022 1 room 50 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  
14 December 2022 2 vans (Cebu City)

Number of Van: 2 units  
Capacity per van: 25 pax  
Good for 1 day

Route: Pick Up from Airport to Hotel

Time: TBD Passengers: Participants, Secretariat, Resource Person

15 December 2022 2 vans (Cebu City)

Number of Van: 2 units  
Capacity per van: 25 pax  
Good for 1 day

Route: Hotel to Airport Drop-off

Time: TBD Passengers: Participants, Secretariat, Resource Person

16 December 2022 2 vans (Cebu City)

Number of Van: 2 units  
Capacity per van: 25 pax  
Good for 1 day

Route: 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.

Date Number of Pax Destination Preferred Flight Details Baggage  
14 December 2022  
50 pax Davao to Cebu Morning 20 kg per person  
16 December 2022

50 pax Cebu to Manila Morning 20 kg per person

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

The total allocated budget for the abovementioned activity and its deliverables is PhP. 563,426.50 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.

**VIII. CONTACT DETAILS:**

Contact Person : Rensan Sison  
Office : Office of Special Concerns  
Email Address : rbsison@tourism.gov.ph

APPROVED BY:

TONI MARCEL S. RIMANDO  
OIC-Director, OSC

**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** 02/12/2022

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