



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9337277
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the 2022 Inter-Agency Committee on Tourism Statistics (IACTS) Planning Session on 19-20 December 2022 in Tagaytay City

Area of Delivery

Solicitation Number:	2022-12-0340	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 230,790.00	Document Request List	0
Delivery Period:	2 Day/s		
Client Agency:		Date Published	10/12/2022
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	10/12/2022 00:00 AM
		Closing Date / Time	13/12/2022 14:00 PM

Description

DEPARTMENT OF TOURISM
OFFICE OF TOURISM DEVELOPMENT PLANNING, RESEARCH
AND INFORMATION MANAGEMENT

TERMS OF REFERENCE/PROJECT BRIEF

Project Name:

Procurement of Service Provider for the 2022 Inter-Agency Committee on Tourism Statistics (IACTS) Planning Session on 19-20 December 2022 in Tagaytay City

Eligibility:

1. Proponent must be PhilGEPS registered.
2. Proponent must be a DOT-accredited tour operator.
3. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.
4. Proponent must be open to changes in the itinerary or other arrangements/requests of the DOT.
5. Proponent must have experience working with the DOT and have Certificate of Satisfactory Services Rendered.

Scope of Services:

1. Accommodation (must be DOT-accredited hotel/resort) for 50 pax

Duration: 2 days and 1 night

2. Meals

- a. Breakfast x 2 days
- b. Lunch x 2 days
- c. Dinner x 1 night

3. Function Room/Venue

- a. Must be able to accommodate at 50 pax
- b. Should follow safety protocols for events and must be fully ventilated
- c. Projector and large projector screen/s
- d. Speakers, 2 wireless microphones, and 2 wired microphones with stand
- e. Extension cords
- f. High speed internet
- g. Free-flowing coffee/tea, water station, candies, and nuts
- h. Whiteboard with markers
- i. Secretariat/registration table
- j. Paper and pencil/pen for participants
- k. Alcohol dispensers around the room
- l. Room decorations

4. Transportation

- a. Four (4) Air-conditioned van inclusive of driver and meals, fuel, and toll fees.
- b. Tour coordinator
- c. Must follow physical distancing and safety protocols for transportation
- d. Bottled water on-board

5. Tokens (for Non-DOT Participants) x 40 pax

- a. Assorted Filipino delicacies/food items packed in basket with note tag

6. Supplies/Care Kit x 50 pax

- a. Alcohol
- b. Wipes
- c. Facial Mask

Approved Budget:

Two Hundred Thirty Thousand Seven Hundred Ninety Pesos (PHP 230,790.00) charged against the OTDPRIM GAA Funds for FY 2022

Project Officer:

Rey Jean R. Almazan

Tourism Operations Officer II

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

Mobile / Viber: 09276283626

Email Address: rjalmazan@tourism.gov.ph

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 09/12/2022

