



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9369726  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of DOT-accredited Tour Operator for the Conduct of Seminar on RA 9184 of the Gov't. Procurement Reform Act on 28 February to 04 March 2023 in Pampanga

**Area of Delivery**

<b>Solicitation Number:</b>	2022-12-0359	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 472,278.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	5 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	21/12/2022
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Metro Manila Philippines 1200 63-2-4595200 Ext.425  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	21/12/2022 00:00 AM
		<b>Closing Date / Time</b>	26/12/2022 10:00 AM

**Description**

TERMS OF REFERENCE

Procurement of Tour Operator Services  
 I. Project

Department of Tourism (DOT) – Legal Affairs Service’s (LAS) Seminar on Republic Act No. 9184 or the “Government Procurement Reform Act” on 28 February to 04 March 2023 in Pampanga.

II. Purpose / Objective

The Seminar aims to enhance the DOT personnel’s knowledge and familiarize the Project Officers and members of the Bids and Awards Committee and its Secretariat and TWG on the salient provisions of the Government Procurement Reform Act and its Implementing Rules and Regulations as well as other pertinent Government Procurement Policy Board (GPPB) issuances.

For this undertaking, DOT-Legal Affairs Service is in need of a DOT-accredited tour operator to provide arrangements for land transfers, accommodation, meals, and training venue requirements for the seminar.

III. Minimum Requirements

1. Must be a DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.
3. Must be a PHILGEPS registered.

#### IV. Scope of Deliverables

##### A. Accommodation Requirements in Pampanga

1. Twenty (20) Twin-Sharing rooms

Check-in: 28 February 2023

Check-out: 04 March 2023

2. Free use of hotel amenities and business center

3. Complimentary parking slots for the speaker/participants

4. Open to cancellation of rooms in case the target number of participants is not met.

##### B. Meal Requirements

1. 28 February 2023 (40 pax)

- Lunch

- Dinner

2. 01 to 03 March 2023 (40 pax)

- Breakfast

- Lunch

- Dinner

3. 04 March 2023 (40 pax)

- Breakfast

- Lunch

4. Must provide uniformed and well-trained banquet service personnel; and a designated staff to attend to all arrangements;

5. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)

##### C. Venue Requirements for the Seminar on 01 to 03 March 2023

1. Well ventilated and well lighted private function room with stable and fast WiFi connection.

2. From 7:00 am to 7:00 pm.

3. Must be in a classroom set-up which can accommodate 40 persons and must follow health and safety protocols and social distancing measures.

4. Must have available stage with podium.

5. With registration table located at the entrance.

6. One table near the stage reserved for the Resource Speakers and Secretariat.

7. Must provide the following materials:

a) At least two (2) units of wireless microphones;

b) Basic sound system;

c) Projector with VGA and/or HDMI cable;

d) Projector screen;

e) Laser pointer/clicker;

f) White board and marker;

g) Pen and pad paper;

8. Entrance should have alcohol dispenser.

9. Must provide AM and PM snacks for 40 pax;

10. With free-flowing coffee, tea, and mints.

##### D. Land Transportation Requirements

1. Provision of one (1) airconditioned bus and one (1) airconditioned van to ferry 40 pax with luggage;

2. Well-groomed and COVID-19 fully vaccinated driver/s and coordinator/s;

3. Driver and coordinator's fees, meals, accommodation; and

4. Fuel expenses, toll fees, parking fees, environmental fees

##### Date Particulars

28 February 2023 Tuesday Makati to Hotel in Pampanga

For forty (40) persons with luggage bags

One (1) van should be on standby to pick-up participants coming from Clark Airport

04 March 2023

Saturday Pampanga to Makati

For forty (40) persons with luggage bags

One (1) van to ferry participants to Clark Airport

#### V. Total Budget

The approved budget is Four Hundred Seventy-Two Thousand Two Hundred Seventy-Eight Pesos and 02/100 (PhP472,278.00), inclusive of applicable taxes and other charges.

The payment shall be based on the actual expenses incurred in case target number of participants are not met. Final count of participants will be confirmed a week before the event.

#### VI. Contact Persons:

JANEN PUNIT  
Legal Affairs Service  
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legal@tourism.gov.ph

Approved by:

JENNIFER A. OLBA  
OIC-Director, Legal Affairs Service

**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** 20/12/2022

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