



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9369639
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of DOT-accredited Tour Operator for the LAS Year-End Assessment on 11-13 January 2023 in Dumaguete

Area of Delivery

Solicitation Number:	2022-12-0358	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 312,000.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	21/12/2022
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	21/12/2022 00:00 AM
		Closing Date / Time	26/12/2022 10:00 AM

Description

TECHNICAL SPECIFICATIONS

Procurement of tour operator services for the LAS Year-End Assessment

I. Project

Department of Tourism (DOT) – Legal Affairs Service’s (LAS) Year-End Review of Plans and Programs, and Target-Setting for FY 2023 on 11-13 January 2023 in Dumaguete (“LAS Year-End Assessment”).

II. Purpose / Objective

The LAS Year-End Assessment aims to boost the LAS office's productivity by identifying measures for improvement of business processes, budget utilization, and attainment of Quality Management System (QMS) quality objectives.

During the LAS Year-End Assessment, LAS will:

- Review its business processes and assess areas for improvement;
- Finalize the LAS Plans and Programs for FY 2023;
- Evaluate procedures relative to Quality Management System quality procedure and aligned documents.
- Set Office Performance Commitments/Targets for the 1st Semester of FY 2023 in relation to the Strategic Performance Management System (SPMS).

Likewise, a resource person will conduct capacity development activities to strengthen relationships among the LAS team and promote camaraderie, employee welfare, and skills development in time management and improving the

conduct of complete staff work.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land and air transfers, accommodation, meal requirements, a resource person, training venue, and technical assistance during the LAS Year-End Assessment.

III. Minimum Requirements

1. 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. Round-trip domestic air tickets for 14 pax

Route:

MNL to DGT: 11 January 2023 (preferred departure between 7AM to 9AM)

DGT to MNL: 13 January 2023 (preferred departure around 4PM)

1. Tickets must be re-bookable and refundable
2. With 20kg check-in baggage allowance
3. List of passengers to follow

B. Land Transportation in Dumaguete for sixteen (16) persons:

1. Airconditioned coaster or van that can accommodate 16 persons with luggage bags;
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

11 January 2023 Wednesday Airport to Hotel transfer

For sixteen (16) persons with luggage bags

12 January 2023

Thursday Transportation services within Dumaguete

For sixteen (16) persons;

Location: outdoor tourist attraction where the LAS can conduct activity-based teambuilding

13 January 2023

Friday Hotel to Airport transfer

For sixteen (16) persons with luggage bags

C. DOT-accredited accommodation in Dumaguete for 3 days and 2 nights

Check-in 11 January 2023 – Wednesday

Check-out 13 January 2023 – Friday

1. Eight (8) twin-sharing rooms;
2. With WiFi access;
3. Free use of hotel amenities; and
4. Open to reduction of number of rooms in case the target number of participants is not met.

D. Hotel function room on 11 and 12 January 2023

11 January 2023 12 January 2023

2pm to 5pm 8am to 12nn

With PM snacks for 16 persons With AM snacks for 17 persons

1. Well ventilated and well lighted private function room with stable WiFi connection;
 2. Classroom set-up or boardroom set-up with a separate table for at least three (3) people (secretariat's table);
 3. With at least (2) units of wireless microphone and speakers;
- With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard;

E. Resource person to conduct a capacity development activity on 12 January 2023

1. With experience in conducting capacity development activities for private groups or government agencies
2. Preferred topic or activity:
 - a. Working with a team;
 - b. Time management; and
 - c. Employee engagement activities.
3. Preferably residing in Dumaguete or Region 7

F. Meal Requirements

11 January 2023

Wednesday 12 January 2023

Thursday 13 January 2023

Friday

Breakfast none Breakfast for 16 persons Breakfast for 16 persons

Lunch Meals at a local restaurant in Dumaguete for 16 persons With free-flowing brewed coffee during training from 8am to 12pm

Meals at the training venue for 18 persons Meals at a local restaurant in Dumaguete for 16 persons
Dinner With free-flowing brewed coffee during training from 2pm to 5pm

Meals at the training venue for 16 persons Meals at a local restaurant in Dumaguete for 16 persons none

V. Total Budget

Three Hundred Twelve Thousand Pesos (Php312,000.00), inclusive of applicable taxes and other charges.

VI. Project Officer

Contact Person: Janen Punit

Office: Legal Affairs Service

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Prepared by:

JANEN E. PUNIT

Administrative Assistant III

Approved by:

ATTY. 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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