



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9377810
Procuring Entity DEPARTMENT OF TOURISM
Title Service Provider for the EXCEED! The Tourism Sales and marketing Workshop
Area of Delivery

Solicitation Number:	2022-12-363	Status	Pending
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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	24/12/2022
Approved Budget for the Contract:	PHP 571,440.00	Last Updated / Time	23/12/2022 15:06 PM
Delivery Period:		Closing Date / Time	27/12/2022 15:00 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

EXCEED! The Tourism Sales and marketing Workshop

I. Background:

A. Target Participants: sales and Marketing Managers/ Supervisors of Tourism Accommodation Establishments particularly those who are categorized as micro, small and medium enterprises (MSMEs)

B. Target number of participants: 40 tourism stakeholders per run

C. Facilitators: Two (2) facilitators per run from the Hotel Sales and Marketing Association (HSMA)

D. Event type: in-person/ face to face

E. Target Date of Implementation

*preparation and coordination meetings with training coordinators and trainers/facilitators - December 12, 2022 to January 19, 2023

* Conduct of Training in Cebu -January 24 to January 27, 2023 (inclusive of travel time)

* Conduct of Training in Tacloban - February 7-10, 2023 (inclusive of travel time)

F. Time: 8:00 am - 5:00 pm

II. Objectives
(please see attached TOR)

III. Minimum Requirement for the Bidders

- * Must be accredited with the PhilGEPS
- * Must have experience in handling events and tour/travel coordination and arrangements (e.g. meetings, seminars, workshops, etc.)
- * Must have rendered services preferable with DOT or other government agencies
- * Start-up companies/organizations are welcome but have been in the business for at least two (2) years.
- * Must be willing to provide services on a send bill arrangement

IV. SCOPE OF WORK

A. Training Coordination and Arrangements (December 15, 2022 - January 23, 2023)
(please see attached signed TOR)

B. WORKSHOP PROPER

a. WORKSHOP 1: 24-27 January 2023 (Moalboal, Cebu)

1. Transportation (air and land)
2. Accommodation
3. Meals (in-session and off-session)
4. Function Room/ Training Venue on 25-26 January 2023
5. Training Supplies
6. Antigen Testing

b. WORKSHOP 2: 07-10 February 2023 (Tacloban, Leyte)

1. Transportation (air and land)
2. Accommodation
3. Meals (in-session and off-session)
4. Function Room/ Training Venue on 25-26 January 2023
5. Training Supplies
6. Antigen Testing

for the complete details - kindly see attached signed TOR.

All information and attachments posted here (PhilGEPS) are also posted in the DOT Website.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Service Provider - 2 Workshops (Moalboal, Cebu and Tacloban, Leyte)	1	Lot	571,440.00

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

Note: Kindly submit your quotations together with your eligibility requirements IN A SEALED ENVELOPE on or before 27 December 2022 3:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 23/12/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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