



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9386174
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 (reposting)	Status	Active
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	1
Category: Travel, Food, Lodging and Entertainment Services	Date Published	03/01/2023
Approved Budget for the Contract: PHP 571,440.00	Last Updated / Time	03/01/2023 00:00 AM
Delivery Period:	Closing Date / Time	06/01/2023 11:00 AM
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.

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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. 2022-12-363 (re-posting)

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
5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements IN A SEALED ENVELOPE on or before 06 January 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 02/01/2023

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