



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9389305
Procuring Entity DEPARTMENT OF TOURISM
Title INVEST-UP: UPSKILLING PROGRAM FOR OTSR PERSONNEL

Area of Delivery

Solicitation Number:	RFQ NO-SVP 2023-002	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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	05/01/2023
Approved Budget for the Contract:	PHP 441,700.00	Last Updated / Time	05/01/2023 00:00 AM
Delivery Period:		Closing Date / Time	09/01/2023 01:00 AM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TERMS OF REFERENCE
 INVEST-UP: UPSKILLING PROGRAM FOR OTSR PERSONNEL
 (Target Implementation Date: February 21-23, 2023)

I. PROJECT

Ground Handling Services (Airfare, Accommodation, Meals, Land and Sea Transportation and Banquet Service)

II. PROJECT DESCRIPTION AND OBJECTIVES

As part of the Office of Tourism Standards and Regulation’s capacity building program for its personnel, the Project and Investment Evaluation Division (PIED) is conducting its Invest-Up with the aim of increasing OTSR personnel productivity by honing essential skills and knowledge to the execution of their respective projects.

III. MINIMUM REQUIREMENT

The service provider shall meet the following minimum requirements:

- a. Must be PHILGEP REGISTERED
- b. Must be a DOT Accredited Travel and Tour Agency or Tour Operator
- c. Preferably located/based within the area of implementation

- d. Must be willing to provide services on a send bill arrangement
- e. Must comply with the detailed services specified in Item IV of the TOR

IV. SCOPE OF WORK

A. Transportation Requirements:

a. Provision of Roundtrip Airline Tickets with baggage allowance

a. Itinerary: Manila – Cebu

Date of Travel: February 21, 2023, arriving Cebu City not later than 10:00am

No. of Pax: 23 DOT-OTSR Officers

Baggage Allowance: at least 20Kilos per passenger

b. Itinerary: Cebu - Manila

Date of Travel: February 23, 2023, arriving Manila between 01:00PM to 03:00PM

No. of Pax: 23 DOT-OTSR Officers

Baggage Allowance: at least 20Kilos per passenger

b. Vehicle Rental

a. Inclusion Date: February 21, 2023

No. of Pax: 23 DOT-OTSR Officers

Itinerary: Airport to Accommodation

b. Inclusion Date: February 22, 2023

No. of Pax: 23 DOT-OTSR Officers

Itinerary: Accommodation to Port (Mock Inspection of Tourist Water Transport Units and Learning Visits of Showroom/Gallery)

c. Inclusion Date: February 23, 2023

No. of Pax: 23 DOT-OTSR Officers

Itinerary: Accommodation to Airport

B. Accommodation and Meals Requirement

a. Accommodation Establishment

- Must be DOT-accredited accommodation
- Located outside Cebu City, preferably in northern Cebu
- Must have a venue capable of accommodating at least 25 pax

b. 3 Single Occupancy Room inclusive of breakfast

a. Check-in: February 21, 2023

b. Check-out: February 23, 2023

c. 11 Twin Occupancy Rooms inclusive of breakfast

a. Check-in: February 21, 2023

b. Check-out: February 23, 2023

d. Daily Meals

a. February 21, 2023

- Lunch for 23 pax, preferably on a restaurant along the way to the accommodation/venue of the group

- Dinner for 25 pax

b. February 22, 2023

- Lunch for 25 pax

- Dinner for 25 pax

c. February 23, 2023

- Lunch for 25 pax, preferably on a restaurant along the way to the airport

C. Event/Activity Requirements

a. Event space that can accommodate 25 pax, following the health and safety protocols

b. Date of the event function:

a. February 21, 2023 (01:00 pm to 05:00pm)

b. February 22, 2023 (08:00 am to 05:00pm)

c. AM/PM Snack for the duration of the activity

d. Free flowing coffee and tea

e. Water Dispenser

f. Must be able to provide the following basic event requirements:

- Microphones/Basic sound system
- Screen and projector
- With strong internet connection - capable of providing connection to participants during the group activities

D. Coordination and Other Arrangements

- a. Provide participant basic sanitation/hygiene kit during the ocular visit
- b. Coordinate with DOT Region VII for possible assistance in securing Resource Speakers and necessary arrangement for the inspection of Tourist Water Transport units
- c. Provide tokens for appreciation for resource speakers
- d. Arrange for ocular visit for the various accredited tourist water transport units
- e. Coordinate with Cebu Furniture Industries Association Inc (CFIF) and arrange for a guided visit to locally-made industry-grade furniture showroom/gallery

VI. BUDGET OF THE PROJECT

Total Approved ABC: P 441,700.00

Budget for the conduct of the event is Four Hundred Forty-One Thousand Seven Hundred Pesos Only (Php 441,700.00), inclusive of all government taxes and applicable charges.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. TERMS OF PAYMENT

Government Procedure (Send-bill Arrangement)

VIII. PROJECT OFFICER / CONTACT PERSON:

Charm T. Dalisay-Jimenez/ Ms. Glenn Biñas
Project and Investment Evaluation Division
Office of Tourism Standards and Regulation
Tel No. 459-5200 loc 106
invest@tourism.gov.ph

Other Information

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 to msdante@tourism.gov.ph on or before January 09, 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 04/01/2023

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