



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9518429
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Ground Handling Services for Visayas Cluster Conduct of sectoral Focus Group Discussions on the Expansion of the DOT Accreditation Menu of Incentives

Area of Delivery

Solicitation Number: NP-SVP 2023-02-099	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 203,880.85	Document Request List	1
Delivery Period: 3 Day/s		
Client Agency:	Date Published	28/02/2023
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	28/02/2023 00:00 AM
	Closing Date / Time	03/03/2023 10:00 AM

Description

TECHNICAL SPECIFICATIONS

Expansion of the DOT Accreditation Menu of Incentives (Visayas Cluster)
(Target Implementation Date: April 2023)

I. PROJECT

Procurement of Domestic Airfare, Lease of Venue (Meals and Accommodation) & Van Rental for the Visayas Cluster of the Conduct of Sectoral Focus Group Discussions on the Expansion of the DOT Accreditation Menu of Incentives

II. PROJECT DESCRIPTION AND OBJECTIVES

Following the directive of the Secretary, in cognizance to the President Bongbong Marcos' recognition that tourism is a major economic driver for the country's recovery, the Office of Tourism Standards and Regulation is expanding the existing Menu of Incentives for DOT Accreditation. OTSR-PIED will be conducting sectoral focus group discussion to encourage private sector participation and ensure that industry demands are heard and considered in the crafting of an expanded menu of DOT Accreditation Incentives.

III. PROCUREMENT REQUIREMENTS

The service provider shall meet the following minimum requirements:

- Must be PHILGEPS registered

- Must be willing to provide services on a send bill arrangement
 - Accommodation must be DOT-Accredited
 - Venue must be the same as accommodation of the 5 pax and must be located in Cebu City
- a. Function Requirement
- i. Half day use of Function Room that can comfortably accommodate 50 pax banquet or U-shape meeting set up following the health and safety protocols for April 11, 2023, 10:00 am to 04:00 pm
 - ii. Lunch for 30pax during the Focus Group Discussions
 - iii. Free flowing coffee and tea
 - iv. Bottled water per person
 - v. Registration table near the entrance of the function venue.
 - vi. Secretariat table inside the venue for easier facilitation
 - vii. Must have the following basic function requirements:
 - Strong internet connection - capable of providing reasonable connection to participants
 - Podium for speakers
 - Basic sound system with functional wireless microphones for speakers and at least 2 additional microphones with stand for participants situated at the middle of the function room
 - Projector screen/s and LCD projector/s appropriate to the size and set up in the venue
 - Pencils/pens and pads set up in the tables of participants
 - Designated IT/Technical personnel to assist during the seminar with at least one (1) back-up laptop as support to the secretariat

b. Accommodation Requirement

- a. Two (2) nights accommodation stay with breakfast for five (5) pax

Check In April 10, 2023
Check Out April 12, 2023

- Shuttle Service of OTSR Personnel (5 pax) from Airport to Hotel and vice versa
- a. Airport Pick-up: April 10, 2023
 - b. Airport Drop-off: April 12, 2023

- Roundtrip Airfare for 5 pax with 20 kilos check in baggage

Flight Date Time

Manila-Cebu April 10, 2023 preferably Afternoon Flight
Cebu-Manila April 12, 2023 preferably 1-2 PM Flight

IV. BUDGET OF THE PROJECT – 203,880.85

The amount shall be charged against the 2023 GAA of the Project and Investment Evaluation Division.

VII. PROJECT OFFICER / CONTACT PERSON:

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

Approved by:

VIRGILIO M. MAGUIGAD, EnP.
Director
Office of Tourism Standards and Regulation

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 27/02/2023

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