



REQUEST FOR QUOTATION

BAC - RFQ NP-LOV NO. 2023-03-004

Pursuant to Section 53.10 (Lease of Real Property or Venue) of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), the Department of Tourism (DOT) - Bids and Awards Committee (BAC) would like to invite you to submit a quotation for the Lease of Venue with Provision of Meals for the conduct of **"ORIENTATION ON STANDARDS, REGULATIONS, ACCREDITATION, AND INVESTMENT FOR THE REGIONAL DIRECTORS AND TOURISM REGULATION DIVISION CHIEFS/OICS"** on **17-20 APRIL 2023** in Makati City, Metro Manila Area. The total Approved Budget for the Contract (ABC) is **Four Hundred Seventy-Three Thousand, Nine Hundred Pesos Only (PhP473,900.00)**, inclusive of all applicable taxes.

Please see attached Terms of Reference (TOR) (**Annex A**) including other details/requirements.

Please submit your quotation along with the documentary requirements listed below to **Ms. Andrea J. Oca**, DOT-BAC Secretariat, 4th Floor, Procurement Management Division, DOT Building, No. 351 Sen. Gil Puyat Avenue, Makati City, and/or send it via email ajoca@tourism.gov.ph and procurement@tourism.gov.ph on or before **17 March 2023 at 03:00 p.m.** Bids that are late or unsigned will not be accepted.

Documentary Requirements to be submitted together with the Price Quotation/Proposal:

1. Mayor's/Business Permit
(In case of recently expired Mayor's/Business Permit, please attached the recently expired Mayor's/Business Permit together with the Official Receipt for renewal)
2. PhilGEPS Registration Number
3. Latest Annual Income/Business Tax Returns
4. DOT Accreditation Certificate

ASEC. REYNALDO L. CHING
DOT - BAC Chairperson

14 March 2023

TERMS OF REFERENCE

I. PROJECT TITLE

“DOT REGIONAL DIRECTORS AND ACCREDITATION DIVISION HEADS ORIENTATION ON TOURISM STANDARDS, REGULATION AND INVESTMENT”

Host Agency: DEPARTMENT OF TOURISM
OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS MONITORING AND ENFORCEMENT DIVISION

Tentative Date: 17-20 April 2023
Location: Makati City, Metro Manila

II. PROJECT RATIONALE AND OBJECTIVES

As part of the capacity building program for the Regional Directors, Officers-In-Charge, and Division Chiefs (RDs, OICs, and DCs) in the regional offices, the Office of Tourism Standards and Regulation – Standards Monitoring and Enforcement Division (OTSR-SMED) is scheduled to conduct “Orientation on Tourism Standards, Regulation and Investment”.

The training aims to provide awareness and in-depth understanding on the mandate, functions and operations of the Office of Tourism Standards and Regulations (OTSR) on the current standards, accreditation process and investment program. This is also to update the RDs, OICs and DCs on the latest DOT accreditation policies and guidelines, the ongoing revisions and/or updating of the Progressive Accreditation System (PAS) and the National Accommodation Standards (NAS). Being at the forefront of improving tourism quality, it is necessary for the DOT Regional Officials and Tourism Officers to have a comprehensive and consistent interpretation of the standards being enforced by the Department.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Hotel in Makati City, Metro Manila**
- C. Must be willing to provide services on a **send bill arrangement**

IV. SCOPE OF WORK / DELIVERABLES:

A. Accommodation Requirements – 17 Rooms for 3 nights

- **17 Double Occupancy Rooms (inclusive of breakfast)**
Check-in: April 17, 2023
Check-out: April 20, 2023

B. Function Room Requirements

- **Dates of Function:**

April 18, 2023 (08:00 AM – 05:00 PM)
April 19, 2023 (08:00 AM – 05:00 PM)

1. Capacity of the venue must be good for at least 60 pax
2. Display of event signage outside of the venue hall
3. Free flowing coffee and tea
4. Water Dispenser

5. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads, and WIFI access.
6. Standard stage setup with provision of White Screen/s or LED Board
7. Provision of Philippine Flag

C. Conference Package (Meals) good for 60 pax

- **April 17, 2023 (12:00nn – 05:00pm)**
 - Buffet Lunch with 1 round of drink (iced tea or soft drinks)
- **April 18, 2023 (08:00am – 06:00pm)**
 - Plated AM Snacks with 1 round of drink (iced tea or soft drinks)
 - Buffet Lunch 1 round of drink (iced tea or soft drinks)
 - Plated PM Snacks with 1 round of drink (iced tea or soft drinks)
- **April 19, 2023 (08:00am – 06:00pm)**
 - Plated AM Snacks with 1 round of drink (iced tea or soft drinks)
 - Buffet Lunch 1 round of drink (iced tea or soft drinks)
 - Plated PM Snacks with 1 round of drink (iced tea or soft drinks)
- **April 20, 2023 (08:00am – 10:00am)**
 - Packed AM Snacks with 1 round of drink (iced tea or soft drinks)

D. Meal Requirements (Dinner)

- April 17-19, 2023
- Good for 60 pax
- Buffet Dinner

E. Supplies

- Pen and Paper

V. BUDGET

Budget for the conduct of the event is **473,900.00**, inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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.


VI. CONTACT PERSON

Names :  /  Rei Ann S. Razon / Denise Alysson V. Anderson
Standards Monitoring and Enforcement Division

Contact number : 459-5200 loc. 216

Email Address : smed@tourism.gov.ph

Approved by:


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

