



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9629255  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Domestic Airfare, Lease of Venue (Meals and Accommodation) & Van Rental for the Mindanao Cluster of the Conduct of Sectoral Focus Group Discussions on the Expansion of the DOT Accredita

#### Area of Delivery

<b>Solicitation Number:</b>	2023-03-208	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	1
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	01/04/2023
<b>Approved Budget for the Contract:</b>	PHP 185,281.99	<b>Last Updated / Time</b>	03/04/2023 12:50 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04/04/2023 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

##### TECHNICAL SPECIFICATIONS

Expansion of the DOT Accreditation Menu of Incentives (Mindanao Cluster)

(Target Implementation Date: April 2023)

##### I. PROJECT

Procurement of Domestic Airfare, Lease of Venue (Meals and Accommodation) & Van Rental for the Mindanao 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 5pax and must be located in Davao City

a. Function Room Requirement

i. Use of Function Room that can comfortably accommodate 50pax banquet or U-shape meeting set up following the health and safety protocols for April 25, 2023, 10:00 am to 05:00 pm

ii. Lunch for 50pax 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

Two (2) nights' accommodation stay with breakfast for five (5) pax

· One (1) - Single Room

· Two (2) - Twin Sharing Room

Check In April 24, 2023

Check Out April 26, 2023

· Shuttle Service of OTSR Personnel (5pax) from Airport to Hotel and vice versa

a. Airport Pick-up: April 24, 2023

b. Airport Drop-off: April 26, 2023

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

Flight Date Time

Manila-Davao April 24, 2023 preferably Afternoon Flight

Davao-Iloilo April 26, 2023 preferably mid-day flight

IV. BUDGET OF THE PROJECT – Php185,281.99

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

**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. 2023-03-208

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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 [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 04 April 2023 at 9:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 31/03/2023

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