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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9645551
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services for the Disaster Risk Reduction Seminar
Area of Delivery

Solicitation Number: RFQ NP-SVP No. 2023-04-206	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
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	11/04/2023
Approved Budget for the Contract: PHP 352,780.00	Last Updated / Time	11/04/2023 00:00 AM
Delivery Period:	Closing Date / Time	14/04/2023 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		
TERMS OF REFERENCE		

(Procurement of Seminar Venue, Meals and Accommodation, Transportation Requirements)

PROJECT : DISASTER RISK REDUCTION SEMINAR WORKSHOP

DATE/VENUE OF IMPLEMENTATION : 11 - 13 October 2023 / Tanay, Rizal

BACKGROUND/RATIONALE :

The Philippines was ranked the third in the 2018 World Risk Index of most disaster-prone countries in the world being located along the boundary of major tectonic plates or the so-called Ring of Fire (referring to a large Pacific Ocean region where many of the earth's volcanic eruptions and earthquakes occur). Every year, the country experiences almost all forms of disasters such as typhoons, earthquakes, and volcanic eruptions with numerous complex emergencies due to armed conflict, fire and other man-made disasters.

In its continuous effort in strengthening the capacity of its workforce and in advancing the Department's resiliency to deal and cope with the effects of disasters that are brought about by natural and human induced hazards. The TDD acknowledges the importance of staging this seminar and drill not only as a means to comply with the Occupational Safety and Health Standard (OSHS) for accreditation, but to make sure everybody is prepared when disaster strikes.

The Department of Tourism (DOT) as a member agency of the National Disaster Risk Reduction Management Council (NDRRMC), is duty bound to capacitate its workforce on emergency preparedness and response to mitigate the effects and imminent dangers of any hazards or disasters such as fire and earthquakes. With this, our Training and Development Division (TDD) together with the DOT Disaster Risk Reduction and Management (DOT DRRM) and in cooperation with the NDRRMC will conduct the "Disaster Risk Reduction Seminar Workshop" to be held on 11 - 13 October 2023.

OBJECTIVES

By the end of this seminar the participants should be able to:
Overreach the aims and objectives of disaster preparedness;
Define the terms hazards, disasters and vulnerability;
Identify of different types of disasters;
Learn the scope of disaster preparedness measures; and
the concept of community-based disaster

MINIMUM REQUIREMENTS FOR SUPPLIER:

For Training Venue:
Must be a DOT- Accredited hotel establishment;
Must be able to provide seminar venue and meals for 40 employees and resource person/s, including room accommodation for the TDD Secretariat, Regional participants and Central Office;
Must be able to provide a big Function Room that will allow participants to do some activities and with no obstruction(pillar-free); can accommodate 40 pax; and
Must be in Tanay, Rizal only.

For Transportation:
Must be a DOT – Accredited transportation service;
Must be able to transport 40 employees, TDD Secretariat and resource person/s;

SCOPE OF WORK/DELIVERABLES:

Lot I.

TRAINING VENUE WITH MEALS AND ACCOMMODATION:

A.) Training Venue Package – PhP125,580.00 Inclusions:
Use of big Function Room with Registration Table for the secretariat with Rostrum
Provision of free flowing coffee/ tea from 7:00 am – 6:00 pm with Stable Free Wi-Fi access

Standard ambient light of venue preferably shades of white.
 Properly sanitized venue.
 Audio Visual Equipment with dedicated technician
 LED Projector/Wide Screen; Standard Audio/PA System with at least 2 microphones
 Free use of Whiteboard with Markers; and provision of Pens and Pads
 B.) Meals
 Three (3) Breakfast/ Three (3) Lunch/ Three (3) Dinner
 PhP220.00/meal x 3 = PhP660.00/pax
 PhP660.00 x 40 x 3 Days = PhP79,200.00
 C.) Accommodation
 Twenty (20) twin-sharing (i.e. 2 beds) hotel room accommodation
 PhP2,200.00 per room x 20 rooms x 2 Nights = PhP88,000.00
 Check – in: October 11, 2023
 Check – out: October 13, 2023

Lot II.
TRANSPORTATION
 Transportation Service Package – PhP60,000.00
 Inclusions:
 1 unit of Air-conditioned Bus with Driver for 40 Pax
 Properly sanitized interior
 With Charging port
 Audio System with microphone for announcement
 Toll Fees for Skyway/Expressway

October 11, 2023 (ETD: 5:30a.m. – ETA: 7:00a.m.) – from DOT Central Office Makati City to Tanay, Rizal
 October 13, 2023 (ETD: 6:00p.m. – ETA: 7:30p.m.) – from Tanay, Rizal to DOT Central Office Makati City

APPROVED BUDGET FOR THE CONTRACT:
 Three Hundred Fifty-Two Thousand Seven Hundred Eighty Pesos (PhP352,780.00) inclusive of applicable tax.

CONTACT PERSON:
 Mr. Joseph R. Pastrana and Ms. Carolyn P. Gabriel
 (Training and Development Division)
 Contact No.: 459-5200 to 5230 Local 426
 Email Address: jrpastrana@tourism.gov.ph/ tdd@tourism.gov.ph

Prepared by:

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 Administrative Officer III

Noted by:

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 Chief Administrative Officer
 Training and Development Division

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Lot 1.	Venue, Accommodation and Meals	1	Lot	292,780.00
2	Lot 2.	Transportation Services	1	Lot	60,000.00

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. 2023-03-206

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 on or before 14 April 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 10/04/2023

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