



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9661381
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Travel & Tours Operators for the Public Consultation on the Proposed Accreditation Standards on Campgrounds

Area of Delivery

Solicitation Number:	NP-SVP 2023-04-225	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 218,000.00	Date Published	15/04/2023
Delivery Period:		Last Updated / Time	14/04/2023 13:17 PM
Client Agency:		Closing Date / Time	18/04/2023 16:00 PM
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		

Description

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE: PUBLIC CONSULTATION ON THE PROPOSED ACCREDITATION STANDARDS ON CAMPGROUNDS

II. PURPOSE/OBJECTIVE:

- To present the draft accreditation standards on Campgrounds to interest groups and stakeholders
- To obtain feedback and exchange information, ideas, and innovations from various stakeholders on the elements and features of the draft accreditation standards
- To improve researched elements or features in the draft standard

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-accredited travel and tour agency
- Must be willing to provide services on a send-bill arrangement

IV. DETAILS OF SCOPE OF WORK AND DELIVERABLES

1) Accommodation

- Provide the following room accommodation for twenty pax in Pampanga from May 24 to 26, 2023:

- a) Ten single occupancy rooms
- b) Five twin-sharing rooms

- Accommodation establishment location must be in any of the following cities in Pampanga:

- a) San Fernando
- b) Angeles
- c) Mabalacat

- Room accommodation must include breakfast for all guests

2) Meals

- Provide the following meals from May 24 to 26, 2023:

Day Meals PAX

May 24, 2023 • Lunch and dinner: Ten • Seven SDD personnel

- One OTSR Director
- Two DOT Region 3 personnel

May 25, 2023 • Dinner: Ten

May 26, 2023 • Lunch: Ten

3) Land Transportation

- Provide roundtrip van transportation from the DOT Makati office to the hotel in Pampanga on the following dates:

- a) May 24, 2023: Pick up at DOT Makati Office and drop off at the hotel
- b) May 25, 2023: Within the Pampanga
- c) May 26, 2023: Pick up at the hotel and drop off at the DOT Makati Office

- Van hire inclusions:

- a) Three days' use of van
- b) Fuel expenses
- c) Toll fees
- d) Parking fees
- e) Driver

4) Function Room and Meals

- Arrange the following function room requirements:

- a) Classroom setup function room capable of accommodating sixty-one pax
- b) AM snacks and lunch for sixty-one pax
- c) Registration table and chairs with hygiene kits
- d) Area for organizing team
- e) Audio-visual system and operator
- f) Podium
- g) Philippine flag
- h) Sofa/chairs
- i) Meal area/table
- j) Coffee/tea provision

- Function room setup conditions:

- a) The function room must be located in the same accommodation establishment where the organizers are checked in
- b) The function room must be set up no later than 12:00 midnight of May 25, 2023

- Event details:

- a) Date and time of event: May 25, 2023– 08:00 a.m. to 05:00 p.m.
- b) Ingress Time: 06:00 a.m.
- c) Egress Time: 5:00 p.m.

- Meals serve time:

- a) Morning snack: 10:00 a.m.
- b) Lunch: 12:00 noon

5) Tour coordinator

- Provide one tour coordinator to perform the following responsibilities:

- a) Accompany the organizers and DOT personnel throughout the public consultation period
- b) Coordinate ground arrangements with outsourced service providers (e.g., transportation, accommodation, meals)

c) Other ground handling-related tasks as may be delegated by the organizers

V. APPROVED BUDGET FOR THE CONTRACT

Two Hundred Eighteen Thousand Pesos Only
(P 218,000.00)

VI. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty working days after the project has been completed
- The payment shall be on a send-bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed Two Hundred Eighteen Thousand Pesos (P 218,000.00) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VII. PROJECT OFFICER/CONTACT PERSON

Ms. Blessy Grace G. Tansingco/Mr. Justine Carlo J. Geronimo
Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 204
Mobile: 0906-597-4642/0936-987-2365
Email: sdd@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.Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 14/04/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.