



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9699443  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of DOT-accredited Tour Operator (Hotel & Transportation) for Values Orientation Workshop Seminar

#### Area of Delivery

<b>Solicitation Number:</b>	NP-SVP 2023-04-239 (2nd Posting)	<b>Status</b>	Active
<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>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	27/04/2023
<b>Approved Budget for the Contract:</b>	PHP 282,886.00	<b>Last Updated / Time</b>	27/04/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	02/05/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

##### TERMS OF REFERENCE

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

I. PROJECT : VALUES ORIENTATION WORKSHOP

II. DATE/VENUE OF IMPLEMENTATION : 05-07 JULY 2023 / Tagaytay City

III. BACKGROUND / RATIONALE

The Values Orientation Workshop is a course that reinforces public service values rooted in the Filipino culture and articulated through social artistry. In keeping with the National Government's policy to foster high ethical standards in public service, the Civil Service Commission (CSC) conducted the Values Orientation Workshop which comprised with five modules that centered on topics, namely Pagka-Tao, Pagka-Kalikasan, Pagka-Filipino, Pagka-Tagapaglingkod and Paglalagom. In its Roadmap of Development and Reforms, the CSC identified that the basic foundation in the spectrum of learning to develop competent and credible civil servants is on building character and integrity.1

The Civil Service Commission's flagship training programs such as the Supervisory Development Course Track 1, Public Service Ethics and Accountability and the Values Orientation Workshop was offered by the CSC-NCR by FY 2023 in order to keep pace with global trends and world class standards of training delivery.

Pursuant to the 1987 Philippine Constitution Article XI Section 1 on the Accountability of a Public Officer, every public official and employee must exhibit and live certain values while in government service. With this seminar, participants

are expected to promote ethical and accountable service to the public, make public service work culture more participative, efficient and effective and formulate an action plan to prevent, detect and correct corruption.

The program on Public Service Ethics and Accountability and Values Orientation Workshop are fundamental in reinforcing appropriate public service values, ethics and accountability in the delivery of service that is aligned with the government's anti-corruption /red-tape advocacy. It also aims to enhance capacity of DOT personnel to perform and discharge their duties with the highest degree of professionalism, exemplifying norms and ethical behavior, as well as empower them to detect and prevent any form of misconduct.<sup>2</sup>

The aforementioned program will enhance work performance, leadership ability and instill positive attitudes for the Department's workforce. As such the TDD is inclined in proposing the engagement of the CSC for the conduct of program for DOT.

#### IV. LEGAL BASIS

As stipulated in Section I, Rule III, Rules Implementing Republic Act (R.A.) 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and RA 9485 known as the Anti-Red Tape Act of 2007 (ARTA 2007), it is the responsibility of every department, office and agency to ensure that officials and employees must attend the values programs and participate in parallel value development efforts.

1 MGB ROXIII Conducts of Values Orientation Workshop (<https://www.mgbr13.ph/mgb-roxiii-conducts-values-orientation-workshop/>)

2 Recommending approval of Agency-to-Agency program between DOJ and CSC (<https://www.doj.gov.ph/files/BAC%20Reso%20-%20Conduct%20of%20the%20B2B%20In-House%20CSC%20trainings%20VOW%20%26%20PSEA.pdf>) Page 1 of 3

#### V. OBJECTIVES

The Values Orientation Workshop (VOW) is adopted as a continuing intervention program by the CSC designed to inculcate appropriate norms and conduct becoming of government employees. Through various lectures and group discussions and activities, this program proved to be successful for Government employees were able to learn the traits and behaviors public servants must possess as well as internalize what it truly means to serve for the people and be a "Lingkod Bayani".

#### VI. MINIMUM REQUIREMENTS FOR SUPPLIER:

For Training Venue:

- Must be a DOT- Accredited hotel establishment;
- Must be able to provide seminar venue and meals for 35 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 35 pax; and
- Must be in Tagaytay only.

For Transportation:

- Must be a DOT – Accredited transportation service;
- Must be able to transport 35 employees, TDD Secretariat and resource person/s;

#### VII. SCOPE OF WORK/DELIVERABLES:

Lot I.

##### TRAINING VENUE WITH MEALS AND ACCOMMODATION:

Training Venue Package – PhP101,500.00

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 shade 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

• Meals

Three (3) Breakfast/ Three (3) Lunch/ Three (3) Dinner

PhP220.00/meal x 3 = PhP660.00/pax

PhP660.00 x 35 x 3 Days = PhP69,300.00

• Accommodation

Seventeen (17) twin-sharing (i.e. 2 beds) hotel room accommodation

PhP2,200.00 per room x 17 rooms x 2 Nights = PhP74,800.00

Check – in: July 05, 2023

Check – out: July 07, 2023

Lot II.

##### TRANSPORTATION

Transportation Service Package – PhP37,286.00

Inclusions:

- 1 unit of Air-conditioned Bus with Driver for 35 Pax
- Properly sanitized interior
- With Charging port
- Audio System with microphone for announcement
- Toll Fees for Skyway/Expressway

- July 05, 2023 (ETD: 5:30a.m. – ETA: 7:00a.m.) – from DOT Central Office Makati City to Tagaytay City
- July 07, 2023 (ETD: 6:00p.m. – ETA: 7:30p.m.) – from Tagaytay City to DOT Central Office Makati City

VIII. APPROVED BUDGET FOR THE CONTRACT:

Two Hundred Forty Five Six Hundred Pesos (PhP282,886.00) inclusive of applicable tax.

IX. CONTACT PERSON:

Mr. Patrick John T. Garduque and Mr. Joseph R. Pastrana (Training and Development Division)

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**Other Information**

Partial bid is allowed. All goods are grouped in lots. Supplier/s shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis.

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** 26/04/2023

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