


Bid Notice Abstract[Detail Tracking Report](#)**Request for Quotation (RFQ)**

Reference Number	9721952
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Training Venue with Accommodation and Meals and Transportation Packages
Area of Delivery	Metro Manila  Printable Version

Solicitation Number:	SVP 2023-05-280	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
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	05/05/2023
Approved Budget for the Contract:	PHP 305,140.00	Last Updated / Time	05/05/2023 12:00 AM
Delivery Period:		Closing Date / Time	09/05/2023 3:00 PM
Client Agency:			
Contact Person:	JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph		

Description

TERMS OF REFERENCE

(Procurement of Training Venue with Accommodation and Meals and Transportation Package)

I. PROJECT : EngAge: Enriching the Lives of DOT Senior Citizens

II. DATE OF IMPLEMENTATION : 11 – 13 October 2023

III. VENUE : SARIAYA, QUEZON PROVINCE

IV. BACKGROUND AND LEGAL BASIS:

As enshrined in DBM's General Provision on Government Expenditure specifically on Sec. 28 aptly titled: Programs and Projects Related to Senior Citizens and Differently-Abled which requires All agencies of the government to formulate plans, programs and projects intended to address the concerns of senior citizens and differently-abled person, and integrate the same in their regular activities, which shall be at least one percent (1%) of their budgets of all government Departments/Agencies.

Likewise, in support of the RA 9257 (The expanded Senior Citizens Act of 2003) and the RA 9994 (Expanded Senior Citizen Act of 2010). Also known as the "Expanded Senior Citizens Act of 2010," an act granting additional benefits and privileges to Senior Citizens, further amending Republic Act No. 7432 of 1992 as amended by Republic Act N. 9257 of 2003.

The Training and Development Division (TDD) has included in its Work and Financial Plan the conduct of an onsite capacity building program which aims to familiarize would be retirees on the government retirement plans and benefits as well as provide livelihood options and improve the health and wellness of the Department's Senior Citizens.

LOT I

I. MINIMUM REQUIREMENTS FOR SUPPLIER:

- 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 facilitator participants and;
- Must be able to provide a big Function Room that will allow participants to do some activities and is pillar-free; can accommodate 35 pax; and
- Must be in Sariaya, Quezon Province or nearby.

II. SCOPE OF WORK/DELIVERABLES:

TRAINING VENUE WITH MEALS AND ACCOMMODATION:

Training Venue Package – PhP89,669.63

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
- 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

One (1) Single Room hotel room accommodation

PhP1,100.00 per room x 2 Nights = PhP2,200.00

Check – in: October 11, 2023

Check – out: October 13, 2023

LOT II:

I. MINIMUM REQUIREMENTS FOR SUPPLIER:

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

II. SCOPE OF WORK/DELIVERABLES:

Transportation Service Package – PhP69,170.37

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
- October 11, 2023 (ETD: 4:00 a.m. – ETA: 8:00a.m.) – from DOT Central Office Makati City to Quezon Province
- October 13, 2023 (ETD: 6:00p.m. – ETA: 10:00p.m.) – from Quezon Province to DOT Central Office Makati City

III. APPROVED BUDGET FOR THE CONTRACT:

Three Hundred Five Thousand One Hundred Forty Pesos (PhP305,140.00) inclusive of applicable tax.

IV. CONTACT PERSON:

Mr. Joseph R. Pastrana (Training and Development Division)

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:

JOSEPH R. PASTRANA
Administrative Officer III

Noted by:

WILSON J. TELIG
Chief Administrative Officer
Training and Development Division

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.

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 or Certificate of Platinum Membership in lieu of Mayor's Permit and PhilGEPs Registration Number

3. Latest Income/Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)

4. Original or certified true copy of duly notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate (valid)

Kindly submit your quotations together with your eligibility requirements thru email on or before 9 May 2023 @ 3:00.m. (indicating the Solicitation Number and Title of the Project) addressed to: Mr. Jose Q. Perez, email address: jqperez@tourism.gov.ph.
Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 04/05/2023

[Postpone Bid](#)

[Cancel Bid](#)

[Back](#)

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.