



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9765881
Procuring Entity DEPARTMENT OF TOURISM
Title 2nd Posting-Strategic Planning Workshop and Target Setting June 27-30, 2023, Puerto Galera Mindoro

Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2023-05-0287	Status	Pending
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	19/05/2023
Approved Budget for the Contract:	PHP 299,182.94	Last Updated / Time	18/05/2023 09:29 AM
Delivery Period:		Closing Date / Time	23/05/2023 10:00 AM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

Strategic Planning Workshop and Target Setting
June 27-30, 2023, Puerto Galera Mindoro

- I. BIDDER : Service Provider (DOT-Accredited Tour Operator)
 II. PROJECT DATE : June 27-30, 2023 | Puerto Galera, Mindoro

III. MINIMUM REQUIREMENTS

- a. Must be accredited by the DOT
 b. Must be willing to provide services on send-bill arrangement

IV. SCOPE AND WORK DELIVERABLES

- a. Function Room for June 2023
 b. Accommodation for all participants in Mindoro on June 27-30, 2023
 c. Ground Transportation from DOT to Batangas Pier v.v
 d. Van Rental Balatero/ Berberabe Port to Hotel v.v
 e. Boat Fares from Batangas Pier to Puerto Galera

ACCOMMODATION REQUIREMENTS IN MINDORO – Php 69,300.00

- Eleven (11) twin-sharing rooms and Two (2) Single rooms

*with breakfast (number of rooms subject to change depending on the number of confirmed participants)

- Check-in: June 27, 2023

- Check-out: June 30, 2023

- Accommodation must be DOT-accredited and must be located within Puerto Galera, Mindoro

Inclusions: Strong Wi-Fi connection

VENUE REQUIREMENTS / FUNCTION ROOM – Php 50,000.01

- Must be able to accommodate at least 21 pax (classroom setup)
- From 0800H – 1800H inclusive of AM and PM Snacks, and Lunch on June 27-30, 2023
- Free flowing coffee/hot chocolate/tea and water station with nuts, and candies.
- Projector and large projector screen/s
- Public Address System (Speakers, 2 wireless microphones and 2 wired microphones with stand)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants
- Use of LCD projectors, screens and laptops
- Printers with toner and paper

TRANSPORTATION REQUIREMENTS – Php 98,065.93

- Ground Transportation (Coaster) from DOT to Batangas Pier v.v
- Van Rental Balatero/ Berberabe Port to Hotel v.v (2 vans x 3 days)
- Boat Fares from Batangas Pier to Puerto Galera
- Route: Within Puerto Galera, Mindoro, June 27-30, 2023 Service during the Workshop
- Inclusive of the meals and accommodation of the Driver/s
- Inclusive of fuel and other expenses such as toll and parking fees
- Participants: 21 pax

MEALS - Php 76,440.00

- Restaurant must be within Mindoro, Puerto Galera
- Participants: 21 pax
- June 27-30, 2023 (breakfast, lunch and dinner)
- Meals for preparatory and post meeting (be deliver prior June 27 and after June 30, 2023)

SUPPLIES & MATERIALS- Php 5,377.00

- Workshop supplies as per attached cost basis

BUDGET

- Total project cost is Two Hundred Ninety-Nine Thousand One Hundred Eighty Two and Ninety Four Centavos (299,182.94)
- Cost proposal must be submitted with an itemized breakdown.
- The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.
- Terms of payment to the winning bidder shall be in accordance with the government procedure.

Prepared by:

ANGELICA PIGUERRA

Project Officer

Planning Service

(02) 459-5200 to 30 ext. 418

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kspiguerra@tourism.gov.ph

Other Information

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 msdante@tourism.gov.ph on or before 23 May 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by

MAITA SUMOGAD DANTE

Date Created

18/05/2023

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