



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 9772240
Procuring Entity: DEPARTMENT OF TOURISM
Title: Procurement of Services of DOT-accredited Tour Operator for the Conduct of LAS Mid-Year Assessment on 07-09 June 2023 in Siargao

Area of Delivery

Solicitation Number:	NP-SVP 2023-05-323	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	20/05/2023
Approved Budget for the Contract:	PHP 477,000.00	Last Updated / Time	19/05/2023 16:00 PM
Delivery Period:	3 Day/s	Closing Date / Time	23/05/2023 14:00 PM
Client Agency:			
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

TECHNICAL SPECIFICATIONS

Tour Operator Services

I. Project

Department of Tourism (DOT) – Legal Affairs Service’s (LAS) Mid-Year Projects Evaluation, Utilization Assessment, and Task Delineation (“LAS Mid-Year Assessment”) on 07-09 June 2023 in Siargao.

II. Purpose / Objective

The LAS Mid-Year Assessment aims to boost the LAS office's productivity by identifying measures for improvement of business processes, budget utilization, and attainment of Quality Management System (QMS) quality objectives.

During the LAS Mid-Year Assessment, LAS will:

- Review its business processes and assess areas for improvement;
- Review the implementation of projects;
- Assess the budget utilization and make funding adjustments for the 2nd semester of FY 2023;
- Evaluate procedures relative to Quality Management System quality procedure and aligned documents.

Likewise, a program facilitator will conduct capacity development activities to strengthen relationships among the LAS team and promote camaraderie and teamwork.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land and air transfers, accommodation, meal requirements, a program facilitator, and training venue during the LAS Mid-Year Assessment.

III. Minimum Requirements

1. Must be a DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.
3. Must be a PhilGEPS registered.

IV. Scope of Deliverables

A. Round-trip domestic air tickets for 16 persons

Route:

MNL to IAO: 07 June 2023 (preferred departure around 5:20am, if not available, the next earliest flight.)

IAO to MNL: 09 June 2023 (preferred departure around 4:35pm)

1. Tickets must be re-bookable
2. With 20kg check-in baggage allowance
3. List of passengers to follow
4. Only booked tickets will be billed.

B. Land transportation for 16 persons:

1. Whole day rental of airconditioned coaster or van that can accommodate 16 persons (with luggage bags during transfers);

2. Well-groomed and COVID-19 fully vaccinated driver/s and coordinator/s;

3. Driver and coordinator's fees, meals, accommodation; and

4. Fuel expenses, toll fees, parking fees, environmental fees.

07 June 2023 08 June 2023 09 June 2023

Airport to Hotel Transfer Van hire on stand-by Transfer from hotel to local restaurant and vice versa

Transfer from hotel to local restaurant and vice versa Transfer from hotel to local restaurant and vice versa Hotel to Airport Transfer

C. DOT-accredited accommodation in Siargao for 3 days and 2 nights

1. Check-in: 07 June 2023

2. Check-out: 09 June 2023

3. Eight (8) twin-sharing rooms;

4. With WiFi access;

5. Free use of hotel amenities; and

6. Open to reduction of number of rooms in case the target number of participants is not met.

D. Function room on 7 and 8 June 2023

07 June 2023 08 June 2023

9:00 am to 1:00 pm 8:00 am to 12:00 pm

With AM snacks for 18 persons With AM snacks for 18 persons

1. Well-ventilated and well lighted private function room with stable WiFi connection;

2. Classroom set-up or boardroom set-up;

3. With at least three (3) units of wireless microphone with speakers;

4. With a projector compatible with VGA or HDMI cable, white screen, clicker,

5. With free-flowing brewed coffee and tea;

6. With pad paper, pencil, and mints; and

E. Program facilitator to conduct a team building activities on 08 June 2023

1. With experience in hosting and conducting team activities for private groups or government agencies.

F. Meal Requirements

07 June 2023

Wednesday 08 June 2023

Thursday 09 June 2023

Friday

Breakfast Meals at a local restaurant in Siargao for 16 persons for 16 persons for 16 persons

Lunch Meals at the function room for 18 persons Meals at the function room for 18 persons Meals at a local restaurant in Siargao for 18 persons

Dinner Meals at a local restaurant in Siargao for 18 persons Meals at a local restaurant in Siargao for 18 persons none

V. Total Budget

Four Hundred Seventy-Seven Thousand Pesos (PhP477,000.00), inclusive of applicable taxes and other charges.

Prepared by:

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Approved by:

ATTY. JENNIFER A. OLBA
OIC-Director, Legal Affairs Service

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 19/05/2023

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