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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9828557

Procuring Entity DEPARTMENT OF TOURISM

Title 3rd Posting Procurement of Services of a DOT-Accredited Tour Operator for the Conduct of "EngAge:Enriching the Lives of DOT Senior Citizens"

Area of Delivery

Solicitation Number:	NP-SVP 2023-05-324 (3rd Posting)	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	08/06/2023
Approved Budget for the Contract:	PHP 296,759.00	Last Updated / Time	08/06/2023 00:00 AM
Delivery Period:	3 Day/s	Closing Date / Time	13/06/2023 10:00 AM
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

TERMS OF REFERENCE

Procurement of Tour Operator for "EngAge: Enriching the Lives of DOT Senior Citizens"

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

II. DATE /VENUE : June 28-30, 2023

III. 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.

IV. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for a Tour Operator/Travel Agency that can provide meals, accommodation, transportation (bus), conference package and technical visits intended for the DOT participants for the said program.

MINIMUM REQUIREMENTS FOR SUPPLIER:

- Must be a DOT- accredited Tour Operator/Travel Agency
- Must be able to provide meals for 37 participants/employees
- Must be able to provide room accommodation for 37 participants
- Must be able to provide Transportation (Bus)
- Must be able to provide a function room that will allow participants to do some activities and is pillar-free, can accommodate 40-45 participants
- Must be able to provide technical visit
- Hotel Accommodation and Transportation must be compliant with the basic health and safety protocols against COVID-19 and/or at least with Safety Seal;
- Must be amenable to government pay procedure

A. MEALS REQUIREMENT

1. Php 220.00 x 37pax x 3days (Breakfast)
2. Php 220.00 x 37pax x 3days (Lunch)
3. Php 220.00 x 37pax x 3days (Dinner)

B. ACCOMMODATION REQUIREMENTS

(17) Rooms - triple sharing + (1) Room Twin Sharing + 1 Single Room
Check – in: June 28, 2023
Check – out: June 30, 2023

C. TRANSPORTATION REQUIREMENTS

a. one (1) unit air conditioned bus
40-45 Seaters
Available on June 28-30, 2023
DOT Makati-Sariaya-DOT Makati (Route)
Inclusive of toll fees

D. CONFERENCE PACKAGE

Inclusion: (June 28-30, 2023)
1. am and pm snacks for 3 days
2. Use of registration table for the secretarial with rostrum
3. Provision of free flowing coffee/tea and water during the seminar
4. With stable free Wi-Fi access
5. Audio-Visual Equipment (with dedicated technician)
6. LED Projector/wide screen, Standard Audio/PA With at least 2microphones
7. Free use of whiteboard with markers, and provision of pens and pads

E. TECHNICAL VISITS

Technical Visit inclusive of boat/van ride
June 29, 2023 Technical Visit with Seminar

F. TOTAL APPROVED BUDGET FOR EngAge: ENRICHING THE LIVES OF DOT SENIOR CITIZENS ON JUNE 28-30, 2023

Two Hundred Ninety Six Thousand Seven Hundred Fifty Nine Pesos Only (Php 296,759.00) inclusive of applicable taxes. Expenses shall be charged to the HRD-TDD continuing Funds for FY 2022.

G. TERMS OF PAYMENT : GOVERNMENT PROCEDURE

CONTACT DETAILS

Name: Carolyn P. Gabriel/ Ezra Grace Bayuga
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Prepared by: Approved by:

CAROLYN P. GABRIEL WILSON J. TELIG
Administrative Officer V Division Chief
Training and Development Division Training and Development Division

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 07/06/2023

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