



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	9902662
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM - NCR
<b>Title</b>	TOUR OPERATOR AND/OR TRAVEL AGENCY (GROUND HANDLING SERVICES) for RETOOLING AND DEBRIEFING (MID-YEAR ASSESSMENT) OF THE DEPARTMENT OF TOURISM - NATIONAL CAPITAL REGION (Second Posting)
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	NCR-2023-07-037	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 425,964.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	2 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	08/07/2023
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph	<b>Last Updated / Time</b>	07/07/2023 11:55 AM
		<b>Closing Date / Time</b>	11/07/2023 08:00 AM

#### Description

##### I. BRIEF BACKGROUND & PROJECT DESCRIPTION:

The Department of Tourism - National Capital Region has been the guiding force and the backbone of the Department towards all its achievements in the National Capital Region.

The value of having a retooling, debriefing and wellness session is imperative so that institution will function and perform as efficient as possible. As stated in the revised administrative code of 1987 of the Civil Service Commission; each department or agency shall prepare a career and personnel development plan which shall be integrated into a national plan by the Commission.

##### II. OBJECTIVES:

The Retooling and Debriefing (Mid-Year Assessment) of the Department of Tourism-National Capital Region aims to boost the Office's productivity by identifying measured for improvement of business processes, budget utilization, and attainment of Quality Management System (QMS) quality objectives.

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

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

Implementation Date: July 24-25, 2023,

(Note : Dates are tentative and subject to change. Final dates shall be advised and confirmed upon coordination with the Project Officer)

##### A. Transportation rental of two (2) coasters inclusive of:

- Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s
- Driver and coordinator's fees, meals, accommodation
- Fuel expenses, toll fees, parking fees, environmental fees

Date Particulars

24 July 2023 (tentative) Makati City to Bataan City for Forty (40) persons  
 125 July 2023(tentative) Bataan City to Makati City  
 for Forty (40) persons

B. DOT-accredited accommodation in Bataan for 2 days 1 night for 40 persons

Check-in 24 July 2023 - (tentative)  
 Check-out 25 July 2023 - (tentative)

1. Ten (10) Quadruple Sharing rooms for Forty (40) DOT-NCR staff.
2. One (1) Solo room for the DOT-NCR Regional Director
3. With complimentary breakfast and WiFi access

C. Hotel function room for 40 persons

1. 1st Session on 10 July 2023 (tentative) from 1300H to 1700H
2. Well ventilated and well lighted private function room with stable WiFi connection.
3. Classroom set-up or boardroom set-up with separate table for at least three (3) DOT-NCR Secretariat.
4. With at least (2) units of wireless microphone and speakers
5. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard

D. Resource person to conduct a capacity development activity

1. With experience in conducting capacity development activities for private groups or government agencies
2. Preferred topic or activity:
  - a. Complete staff work
  - b. Working with a team
  - c. Time management: and
  - d. Employee engagement activities
3. Preferable a resident of Bataan City

E. Meal requirements for at least 40 persons

1st Day 2nd Day

Breakfast Takeaway meals for 40 persons to be distributed prior to departure in Makati City Complimentary Breakfast for 40 persons

AM Snacks Meals in Bataan City during the tour for 40 persons Meals for 40 persons

Lunch

Meals for 40 persons With free flowing brewed coffee and juice during stay at the accommodation  
 Lunch at accommodation for 40 persons

PM Snacks Meals for 40 persons Takeaway meals to be distributed prior to arrival in Makati City

Dinner With free flowing brewed coffee and juice during stay at the accommodation  
 Dinner at accommodation for 40 persons

N/A

\*Packed meals shall include water, juice or coffee

F. Outdoor activity-based teambuilding

MINIMUM REQUIREMENTS

- DOT-accredited service provider
- Willing to engaged in send-bill arrangement

DOCUMENTRY REQUIREMENTS TO BE SUBMITTED:

1. PHILGEP's Registration;
2. Valid Mayor's / Business Permit;
3. DOT Accreditation Certificate;
4. Duly Notarized Omnibus Sworn Statement;

APPROVED BUDGET FOR THE CONTRACT (ABC)

Pesos: Four Hundred Twenty-Five Thousand Nine Hundred Sixty-Four Pesos Only (PhP 425,964.00)  
 (inclusive of Taxes and is subject to appropriate government taxes)

CONTACT PERSON:

Mr. Ivannovich Agote - itagote@tourism.gov.ph  
 Ms. Cecille Tiantes - cftiantes@tourism.gov.ph  
 Mr. Kim Darryl Menor  
 Contact Numbers: 09088697204 | 09194150022

**Other Information**

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) sets – 1 original copy IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat  
 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on July 11, 2023 at 08:00 am

**Created by** Lawrence Jacosalem Alcantara  
**Date Created** 03/07/2023

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