



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9909724  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2nd Posting Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Legal Affairs Service's (LAS) Seminar on Republic Act No. 9184 or the "Government Procurement Reform Act"

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-06-425	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Transportation and Communications Services	<b>Date Published</b>	05/07/2023
<b>Approved Budget for the Contract:</b>	PHP 74,339.00	<b>Last Updated / Time</b>	05/07/2023 00:00 AM
<b>Delivery Period:</b>	5 Day/s	<b>Closing Date / Time</b>	10/07/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 Services

##### I. PROJECT

DOT-Legal Affairs Service's (LAS) Seminar on Republic Act No. 9184 or the "Government Procurement Reform Act"

##### II. PURPOSE / OBJECTIVE

The Seminar aims to enhance the DOT personnel's knowledge and familiarize the Project Officers, members of the Bids and Awards Committee (BAC), its Secretariat and TWG on the salient provisions of the Government Procurement Reform Act and its Implementing Rules and Regulations (IRR) as well as other pertinent Government Procurement Policy Board (GPPB) issuances.

The conduct of the seminar is also pursuant to Section 16 of the Implementing Rules and Regulations (IRR) of R.A. No. 9184 which provides that the HoPE shall ensure that the BAC, its Secretariat and TWG members, including other relevant procurement personnel are sent to attend procurement training or capacity development program.

For this undertaking, the DOT-LAS is in need of the services of a DOT-accredited Tour Operator to provide arrangements for land transfers, accommodation, meals, and training venue requirements for the seminar.

### III. MINIMUM REQUIREMENTS

1. Must be a DOT-Accredited Tour Operator
2. Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.
3. Must be PHILGEPS registered

### IV. DATE AND LOCATION OF THE EVENT

16 to 20 October 2023 in Tagaytay City

Winning bidder must be amenable to change in schedule.

### V. NUMBER OF TARGET PARTICIPANTS

Thirty (30) pax including the resource speakers and secretariat

### VI. SCOPE OF DELIVERABLES

#### A. Land Transportation Requirements

1. Provision of one (1) 49-seater air-conditioned bus;
2. Provision of one (1) air-conditioned van;
3. Must provide well-groomed and COVID-19 fully vaccinated driver/s;
4. Must provide one (1) coordinator to assist with logistics, meals and transportation requirements;
5. Inclusive of driver and coordinator's fees, meals, accommodation, fuel expenses, toll fees, parking fees, and other fees;
6. Winning bidder will be provided with the schedule of arrival and departure of organizers and participants;
7. Must be able to secure necessary permits from LGU, if applicable.

16 October 2023

One (1) Bus with well-groomed and fully-vaccinated driver and one (1) coordinator

12:00 NN – DOT Makati to Tagaytay City Hotel

6:00 PM – (Dinner) Hotel to a local restaurant and vice versa

17 to 19 October 2023

One (1) Van with well-groomed and fully-vaccinated driver and one (1) coordinator

• Daily (for 3 days) pick-up and drop-off of resource speakers from residence or chosen pick-up location within CALABARZON/NCR to venue in Tagaytay City and vice versa;

• Standby for needs by the secretariat

20 October 2023

One (1) Bus with well-groomed and fully-vaccinated driver and one (1) coordinator

ETD: 11:00 AM– Tagaytay City Hotel to DOT Makati City

#### B. Meal Requirements for Ingress (October 16, 2023) for 30 pax

1. Provision of packed lunch – to be distributed prior to departure in DOT Makati Office
2. Dinner at a local restaurant in Tagaytay City

### VII. APPROVED BUDGET OF THE CONTRACT (ABC):

The approved budget is Seventy-Four Thousand Three Hundred Thirty-Nine Pesos (PhP74,339.00) inclusive of applicable taxes and other charges.

The payment shall be based on the actual expenses incurred in case target number of participants are not met. Final count of participants will be confirmed a week before the event.

### VIII. PROJECT OFFICERS

Contact Persons : Veronica Reyes (0929 5264858) – vjreyes@tourism.gov.ph

Cherry Regala (0995 6436114) – cbregala@tourism.gov.ph

Office : Legal Affairs Service

Penthouse (6th flr), DOT Bldg, 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 619 and 620

Prepared by: Noted by:

VERONICA J. REYES ATTY. AYLENE MARIE C. SARMIENTO-ARTECHE  
Legal Assistant II OIC-Chief-AIACD  
Legal Affairs Service Legal Affairs Service

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** 04/07/2023

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.