



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9926816  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** TOUR OPERATOR AND/OR TRAVEL AGENCY (GROUND HANDLING SERVICES) for RETOOLING AND DEBRIEFING (MID-YEAR ASSESSMENT) OF THE DEPARTMENT OF TOURISM - NATIONAL CAPITAL REGION  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	NCR-2023-07-040	<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 - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 360,380.00	<b>Date Published</b>	12/07/2023
<b>Delivery Period:</b>	2 Day/s	<b>Last Updated / Time</b>	11/07/2023 15:26 PM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	17/07/2023 08:00 AM
<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		

#### 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
- Open to reduction of number of rooms in case the target number of 40 participants is not met.

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

1. Transportation services to an outdoor tourist attraction in Bataan City where the DOT-NCR can conduct activity-based teambuilding.

2. Proposed Location: Beach grounds of the resort or any resort that could accommodate the DOT-NCR

DOT Polo shirt

1. DOT Polo Shirt must be in an emerald green color.

2. DOT Logo should be seen on the shirt on the upper left corner chest area.

3. DOT Logo should be embroidered and/or screenprinted.

4. 45 DOT Polo Shirts

Design: ( see attached RFQ)

Note: Mass production of t-shirts shall only be made upon submission and approval of sample.

Tokens

1. Bataan Local delicacies/products

a. Uraro Cookies and the likes.

2. Bataan Local Produce

BUDGETARY REQUIREMENTS:

PARTICULARS RATE PER PAX/ DAY TOTAL COST

1. Accommodation Php3,000.00/ room X 10 rooms X 1 night

\*based on quadruple sharing Php30,000.00

2. Full-Board Meals

Breakfast: Php350.00/ pax Php350.00/ pax X 40 pax X 2 days Php 28,000.00

AM snacks: Php350.00/ pax Php350.00/ pax X 40 pax X 2 days Php 28,000.00

Lunch: Php800.00/ pax Php800.00/ pax X 40 pax X 2 days Php 64,000.00

PM snacks: Php350.00/ pax Php350.00/ pax X 40 pax X 2 days Php 28,000.00

Dinner: Php800.00/ pax Php800.00/ pax X 40 pax X 1 day Php 32,000.00

3. Venue Rentals/ Function Rooms Php6,250/hr X 6 hours Php37,500.00

4. Transportation Php57,000.00

DOT Makati-Bataan

Bataan- DOT Makati Php57,000.00

5. Resource Speaker Php5,000.00

6. Supplies and Materials

Bottled Water (during travel) Php36.00 X 40 pax X 2 days Php2,880.00

Polo Shirts Php600.00 X 40pax Php24,000.00

Token Php500.00 X 40 pax Php20,000.00

Essentials Php100.00 X 40pax Php4,000.00

Total Php360,380.00

MINIMUM REQUIREMENTS

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

DOCUMENTARY 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: Three Hundred Sixty Thousand Three Hundred Eighty (PhP 360,380.00.00)

(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 17, 2023 at 08:00 am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 10/07/2023

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