



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9945589

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Services of a DOT-accredited Tour Operator for 2023 Strategic Planning Workshop for the DOT-Office of Product and Market Development (OPMD) in Lumban Laguna

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-07-460	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 456,500.00	Document Request List	0
Delivery Period:	4 Day/s		
Client Agency:		Date Published	15/07/2023
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	Last Updated / Time	14/07/2023 14:29 PM
		Closing Date / Time	18/07/2023 10:00 AM

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Service Provider

II. PROJECT TITLE : 2023 Strategic Planning Workshop for the DOT-Office of Product and Market Development (OPMD)

III. PROJECT DATE : July 25 to 28, 2023

IV. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement

V. SCOPE AND WORK DELIVERABLES

- Provide ground arrangement with provisions for twin accommodation, full board meals, function rooms, nature-based activities and roundtrip land transportation;

A. Accommodation Requirements: Must be DOT Accredited with Certificate to Operate.
- Cover all accommodations on twin occupancy basis (with complimentary breakfast), preferably 2-3 star properties in Lumban, Laguna on the following dates for:

2 Twin Room [Check-in: July 24, 2023 | Check-out: July 28, 2023]
16 Twin Rooms [Check-in: July 25, 2023 | Check-out: July 28, 2023]

B. Transportation Service Requirements: Must be DOT Accredited.

- Air-conditioned vehicle, seating capacity for the following:
Transfer in the following destinations including toll fees, driver, gasoline, meals, and accommodation.

July 24 & 28, 2023 | (1) unit of van / 4-8 seats
July 25, 27 & 28, 2023 | (2) unit of coaster / 20-22 seats

C. Meal Requirement: Complimentary breakfast at hotel/resort.

July 24, 2023: L and D for 4 pax
July 25, 2023: L and D for 35 pax
July 26, 2023: L and D for 35 pax
July 27, 2023: L and D for 35 pax
July 28, 2023: L for 35 pax

D. Nature-based activities/Product audit

- a. Activity batch 1 (Pagsanjan Falls) for 18 pax
- b. Activity batch 2 (Cavinti Cave) for 17 pax with 2 guides

E. Function Rooms

i. Function room for 35 pax with Classroom Shape table setup and audiovisual/technical requirements:

- Microphones (6 pieces)
- 2 LCD projectors and 2 screens
- Sound system
- Extension cords
- Audio jacks
- Wi-Fi
- Registration table (outside)

F. Collateral Materials

a. Workshop Materials

a.1 Notebook with pen and USB for 35 pax

b. Essential Kit for 35 pax

VI. BUDGET: Total budget: Php456,500

VII. PAYMENT REQUIREMENTS:

- Submission of the following documents upon completion of the project for facilitation of payment:

- a. Original hotel/resort manifest
- b. Original trip tickets of land transfers (van and coaster)
- c. DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. CONTACT PERSON

Contact Person : Jeremiah "Miah" Adao
Office : Medical Travel and Wellness Tourism
Contact Number : +63 9179062325; local 519
Email Address : jeadao@tourism.gov.ph

Approved by:

PAULO BENITO S. TUGBANG, M.D
Director
Office of Product and Market Development

Date: 11 July 2023

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.

Date Created 14/07/2023

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