



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9940891
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF GROUND HANDLING SERVICE FOR THE CONDUCT OF MICRO RETAIL TOURISM IN PANGLAO, BOHOL AND CAMIGUIN

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-07-456	Status	Active
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 630,773.00	Document Request List	0
Delivery Period: 3 Day/s		
Client Agency:	Date Published	14/07/2023
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 00:00 AM
	Closing Date / Time	18/07/2023 10:00 AM

Description

TECHNICAL SPECIFICATIONS
(Ground Handler)

PROJECT TITLE: PROCUREMENT OF GROUND HANDLING SERVICE FOR THE CONDUCT OF MICRO RETAIL TOURISM IN PANGLAO, BOHOL AND CAMIGUIN

DATE / VENUE OF IMPLEMENTATION:

DESTINATION DATE OF IMPLEMENTATION
(inclusive of travel time)
Panglao, Bohol August 23 – 25, 2023
Camiguin August 29 – 31, 2023

I. BACKGROUND:

A. Target Participants: Micro, Small and Medium Enterprises (MSMEs) that are part of the tourism value chain (e.g. souvenir shops, retail stores selling products and delicacies and other retail establishments frequented by tourists)

B. Target number of participants: maximum of 60 participants for Bohol and maximum of 50 participants for Camiguin

C. Training Provider / Partner Agency: Philippine Retailers Association

D. Event Type: In-person / Face-to-Face

E. Target Date of Implementation

- Panglao, Bohol – August 23 – 25, 2023 inclusive of travel time
- Camiguin – August 29 – 31, 2023 inclusive of travel time

F. Time: 8:00 AM – 5:00 PM (8 hours training per day)

II. OBJECTIVES:

1. Help tourism retail enterprises, particularly those which are classified as MSMEs, recover and thrive in the tourism industry during and after the pandemic;
2. Make tourism retail enterprises appreciate that tourism and retail (food and non-food retail, and service retail) are inseparable, and that all tourism operators and stakeholders must excel in both tourism and retail activities;
3. Level up the tourism retail competencies and customer experience skills of micro retailers in Philippine tourism by offering an end-to-end retail cycle in tourism; and
4. Provide the customers with relevance, convenience, and quality Micro Retail Tourism products and services.

III. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must have rendered services preferably with DOT or other government agencies
- Start-up companies/ organizations are welcome but have been in the business for at least two (2) years
- Preferably located in NCR
- Must be willing to provide services on a send bill arrangement

IV. SCOPE OF WORK

1. WORKSHOP 1: MICRO RETAIL TOURIS 2.0 – PANGLAO, BOHOL

A. Provide Transport Services

Air Fare

Inclusive Date Flight Details No. of Pax Remarks

August 23, 2023 Manila – Panglao, Bohol

- Morning flight 4 3 OIMD

1 Trainer

Baggage allowance – 20kgs

August 25, 2023 Panglao, Bohol – Manila

- Afternoon flight 4 3 OIMD

1 Trainer

Baggage allowance – 20kgs

Van Hire

Inclusive Date Route Capacity Remarks

August 23 – 25, 2023, • Panglao Airport to Hotel/ Venue upon arrival

- Inspection retail establishments within Panglao
- Hotel to Panglao Airport upon departure 10 pax with space for luggage

B. Provide Accommodation

Inclusive Date No. of Rooms Room Type Remarks

Check in: August 23, 2023

Check out: August 25, 2023

(3 days / 2 nights) 2 Single/ Double For PRA Representatives

1 Single/ Double For the Resource Speaker

4 Twin For DOT Personnel (Central and Regional Office)

Note:

- Accommodation must be inclusive of breakfast

- Room accommodation should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check in date;

- Complimentary Wi-Fi; and

Inclusion of free access to all facilities and amenities within the hotel/resort.

C. Meals (Off session and In session)

Date Particular No. pax Remarks

August 23, 2023

(Off session meals) Provision of breakfast, lunch and dinner 10 Meals for PRA Representatives

Resource Speakers

DOT Central and Regional Office personnel

August 24, 2023

(In session meals) AM snacks

Lunch

PM Snacks 70 pax Meals for all participants

August 24, 2023

(Off session meals) Provision of Dinner 10 pax Meals for PRA Representatives

Resource Speakers

DOT Central and Regional Office personnel

August 25, 2023 Provision of Lunch 10 pax Meals for PRA Representatives

Resource Speakers

DOT Central and Regional Office personnel

D. Training Venue

Date Requirements/ Specifications Capacity Remarks

August 24, 2023 Function / Conference Room

With the following amenities:

- Rostrum
- Wifi Access that can accommodate 70 users
- Secretariat Table
- LED Projector / wide screen
- Standard PA System with at least 3 microphones
- Dedicated technical staff 70 pax Classroom / Round Table Set up

E. Other Requirements

Particulars Type of Item Quantity Remarks

Conference Kit Tote bag 70 For the participants

ID jacket with lanyard 70

Notebook 70

Pens 70

2. WORKSHOP 2: MICRO RETAIL TOURIS 2.0 – CAMIGUIN

A. Provide Transport Services

Air Fare

Inclusive Date Flight Details No. of Pax Remarks

August 29, 2023 Manila – Camiguin / CDO

- Morning flight 4 3 OIMD

1 Trainer

Baggage allowance – 20kgs

August 31, 2023 Camiguin / CDO – Manila

- Afternoon flight 4 3 OIMD

1 Trainer

Baggage allowance – 20kgs

Van Hire

Inclusive Date Route Capacity Remarks

August 23 – 25, 2023, • Airport to Hotel/ Venue upon arrival

- Inspection retail establishments within Panglao

- Hotel to Airport upon departure 10 pax with space for luggage

B. Provide Accommodation

Inclusive Date No. of Rooms Room Type Remarks

Check in: August 29, 2023

Check out: August 31, 2023

(3 days / 2 nights) 2 Single/ Double For PRA Representatives

1 Single/ Double For the Resource Speaker

4 Twin For DOT Personnel (Central and Regional Office)

Note:

- Accommodation must be inclusive of breakfast

- Room accommodation should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check in date;

- Complimentary Wi-Fi; and

- Inclusion of free access to all facilities and amenities within the hotel/resort.

C. Meals (Off session and In session)

Date Particular No. pax Remarks

August 29, 2023

(Off session meals) Provision of breakfast, lunch and dinner 10 Meals for PRA Representatives

Resource Speakers

DOT Central and Regional Office personnel

August 31, 2023

(In session meals) AM snacks

Lunch

PM Snacks 60 pax Meals for all participants

August 24, 2023

(Off session meals) Provision of Dinner 10 pax Meals for PRA Representatives

Resource Speakers

DOT Central and Regional Office personnel

August 25, 2023 Provision of Lunch 10 pax Meals for PRA Representatives

Resource Speakers

DOT Central and Regional Office personnel

D. Training Venue

Date Requirements/ Specifications Capacity Remarks

August 24, 2023 Function / Conference Room

With the following amenities:

- Rostrum
- Wifi Access that can accommodate 60 users
- Secretariat Table
- LED Projector / wide screen
- Standard PA System with at least 3 microphones
- Dedicated technical staff 60 pax Classroom / Round Table Set up

E. Other Requirements:

Particulars Type of Item Quantity Remarks

Conference Kit Tote bag 60 For the participants

ID jacket with lanyard 60

V. APPROVED BUDGET FOR THE CONTRACT

Six Hundred Thirty Thousand Seven Hundred Seventy Three Pesos
(Php 630,773.00)

*The winning bid however, 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.

Terms of payment : Government Procedure (Send-Bill Arrangement)

Contact Persons : Janice Esmame-Maldonado
09088135424
jemaldonado.mtd21@gmail.com

Approved by:

ARLENE A. ALIPIO
OIC- Director
Office of Industry Manpower Development

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 13/07/2023

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