



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9949934
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 (SECOND POSTING)
Area of Delivery	Metro Manila

Solicitation Number:	NCR-23-042	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	18/07/2023
Approved Budget for the Contract:	PHP 360,380.00	Last Updated / Time	17/07/2023 13:24 PM
Delivery Period:	2 Day/s	Closing Date / Time	21/07/2023 01:00 AM
Client Agency:			
Contact Person:	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

Date Particulars

24 July 2023 (tentative)
 (Monday) Makati City to Bataan City for Forty (40) persons
 24 July 2023 (tentative)
 Monday Bataan City
 for Forty (40) persons
 25 July 2023(tentative)
 Tuesday 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
4. Open to reduction of number of rooms in case the target number of 40 participants is not met.

C. Hotel function room on 24 July 2023 for 40 persons

1. 1st Session on 24 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 on 24 July 2023

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

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:

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

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: 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 21, 2023 at 08:00 am

Created by Lawrence Jacosalem Alcantara

Date Created 17/07/2023

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