



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9963096  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROJECT TITLE: REGIONAL ACCREDITATION OFFICERS' ORIENTATION ON CAMPGROUNDS STANDARDS IN CEBU

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ-NP-SVP 2023-07-0690	<b>Status</b>	Active
<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	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	21/07/2023
<b>Approved Budget for the Contract:</b>	PHP 290,519.98	<b>Last Updated / Time</b>	21/07/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	24/07/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

I. PROJECT TITLE: REGIONAL ACCREDITATION OFFICERS' ORIENTATION ON CAMPGROUNDS STANDARDS IN CEBU

##### II. PURPOSE/OBJECTIVE:

- To impart and circulate the approved campgrounds standards to DOT accreditation officers for information dissemination, knowledge enrichment, and compliance guidance

##### III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-accredited travel and tour agency
- Must be willing to provide services on a send-bill arrangement

##### IV. DETAILS OF SCOPE OF WORK AND DELIVERABLES

###### 1) Land Transportation

- Provide van transportation on the following dates:

a) November 07, 2023 (Whole-day): Shuttle service from Mactan-Cebu International Airport to the hotel in Cebu City for the arriving DOT personnel

b) November 10, 2023 (Whole-day): Shuttle service from the hotel in Cebu City to Mactan-Cebu International Airport for the departing DOT personnel

- Provide bus transportation on the following dates:

a) November 08, 2023 (Morning): From the hotel in Cebu City to the camping site for simulation inspection in Carcar City

b) November 08, 2023 (Afternoon): From the camping site in Carcar City to the camping site in Dalaguete

c) November 09, 2023 (Afternoon): From camping site in Dalaguete to the hotel in Cebu City

- Van and bus hire inclusions:

a) Whole-day use of vans on November 07 and 10, 2023

b) Whole-day use of bus from November 08 to 09, 2023

c) Fuel expenses

d) Parking fees

e) Driver

f) Driver's accommodation

## 2) Accommodation

- Provide accommodation for twenty-six pax for three nights from November 07 to 10, 2023:

Night Accommodation Type Location

Night 1

November 07 to 08, 2023 Hotel Cebu City

Night 2

November 08 to 09, 2023 Camp Site Dalaguete

Night 3

November 09 to 10, 2023 Hotel Cebu City

- Campsite should have dome tents which can accommodate a total of 26 pax

## 3) Meals

- Provide the following meals from November 07 to 10, 2023:

Day Meals No. PAX

Day 1

(November 07, 2023) Breakfast 2

Lunch 28

Dinner 28

Day 2

(November 08, 2023) Breakfast 28

Lunch 28

Dinner 28

Day 3

(November 09, 2023) Breakfast 28

Lunch 28

Dinner 28

Day 4

(November 10, 2023) Breakfast 28

Lunch 28

## 4) Function Room and Conference Meals

- Arrange a function room with the following requirements:

a) Whole-day function room for twenty-six pax on November 07 and 09, 2023

b) Classroom setup

c) Secretariat table

d) Audio-visual system and operator

e) Podium

f) Philippine flag

g) Sofa/chairs

h) Meal area/table

i) Coffee/tea provision

- Function room setup conditions:

a) The function room must be located in the same hotel where the organizers and attendees are staying in Cebu City

b) The function room must be set up no later than 6 AM on November 07 and 09, 2023

- Event details:

a) Date and time of event: November 07 and 09,

b) Ingress Time: 7:00 AM

c) Egress Time: 7:00 PM

- Meals serve time:

a) Lunch: 12:00 NN

b) Dinner: 7:00 PM

## 5) Tour coordinator

- Provide one tour coordinator to perform the following responsibilities:

a) Accompany the DOT personnel throughout the orientation period

b) Coordinate ground arrangements with campgrounds to be visited for the familiarization tour

c) Coordinate ground arrangements with outsourced service providers (e.g., transportation, accommodation, meals)

d) Other ground handling-related tasks as may be delegated by the organizer

## V. APPROVED BUDGET FOR THE CONTRACT

Two Hundred Ninety Thousand Five Hundred Nineteen Pesos

and Ninety-eight Centavos Only

(P 290,519.98)

## VI. TERMS OF PAYMENT

- Payment shall be made to the supplier no less than thirty (30) working days after the project has been completed
- The payment shall be on a send-bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed Two Hundred Ninety Thousand Five Hundred Nineteen Pesos and Ninety-eight Centavos (P 290,519.98) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations

## VII. PROJECT OFFICER/CONTACT PERSON

Ms. Blessy Grace G. Tansingco/Mr. Justine Carlo J. Geronimo

Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 204

Mobile: 0906-597-4642/0936-987-2365

Email: [sdd@tourism.gov.ph](mailto:sdd@tourism.gov.ph)

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

**Other Information**

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to [msdante@tourism.gov.ph](mailto:msdante@tourism.gov.ph) on or before 24 July 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 20/07/2023

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