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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9969241  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of a service of Tour Operator for the Strategic Planning Workshop on the Preparation Drafting and Submission of the Proposed Learning and Development (L&D) Plan for FY 2024

#### Area of Delivery

<b>Solicitation Number:</b> SVP 2023-07-478	<b>Status</b>	<b>In-Preparation</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>	2
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b> PHP 192,688.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	22/07/2023
<b>Contact Person:</b> JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-- jqperez@tourism.gov.ph	<b>Last Updated / Time</b>	21/07/2023 15:33 PM
	<b>Closing Date / Time</b>	26/07/2023 11:00 AM

#### Description

##### TECHNICAL SPECIFICATIONS

Tour Operator Services  
(for Airfare, Conference Venue Package, Meals and Room Accommodation)

I. PROJECT TITLE: TRAINING AND DEVELOPMENT DIVISION (TDD) STRATEGIC PLANNING WORKSHOP ON THE PREPARATION, DRAFTING AND SUBMISSION OF THE PROPOSED LEARNING AND DEVELOPMENT (L&D) PLAN FOR 2024

II. DATE/VENUE : September 06-08, 2023/ Boracay Area

##### III. BACKGROUND/ RATIONALE

The Training and Development Division (TDD) has included in its Work and Financial Plan the conduct of the Strategic Planning Workshop to come up with a clearly defined goals that will translate into an effective Work Program for FY 2024. This includes also the preparation, drafting and submission of the proposed Learning and Development Plan for FY 2024. Moreover, strategic planning will also allow the TDD team to assess prior year's L & D programs and be able to determine which programs are continuously to be implemented or has to be removed.

As we transition to the new normal L & D programs that will be crafted must be responsive, suitable, and directed to address the performance gap of the employees. Thus, strategic planning is necessary for the TDD to provide the appropriate developmental interventions needed by the employees.

##### OBJECTIVES:

1. To come up with an effective L & D Plan for FY 2024;
2. To study, discuss and review plans and programs of the Training and Development Division for the FY 2024;
3. To identify prospective problems and challenges in the future;
4. To adjust and draw up initial plans for FY 2024;

Promote camaraderie among Training and Development Division personnel through capacity building activities as well as to enhance productivity and well-being

#### IV. MINIMUM REQUIREMENTS FOR SUPPLIER

- Must be a DOT- accredited travel and tour agency;
  - Must be able to provide tour package services for ten (10) pax/ employees;
  - Cover the transportation service requirements from airport to hotel and vice versa;
  - Cover all the meals upon arrival to the destination;
  - Provide accommodation at the destination for the specified duration;
  - Must be able to provide a function room that will allow participants to do some activities and is pillar-free;
  - Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with safety seal;
  - 6 months validity with rebooking;
  - Preferably A.M. flight for departure from Manila and P.M. flight for return to Manila (negotiable) base on time of regular flights;
  - Must be willing to provide services on a send-bill arrangement;
- Location must be in Boracay area.

#### V. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for the following requirements intended for the employees for the said program.

##### A. AIRFARE TICKETS (Domestic Flight Requirements)

- No. of Pax : Ten (10 Pax)
- Name of Passengers: (attached list of passengers/participants)

##### Flight Details

No. of Passengers  
Tentative Date/Time  
Manila – Caticlan (Boracay)

10 Pax September 06, 2023;  
7:35 A.M. – 8:45 A.M.  
Caticlan (Boracay) - Manila September 08, 2023;  
12:55 P.M. – 1:55 P.M.

Note: If the above flight has been fully booked, the supplier may present the next available or other flight options.

##### B. CONFERENCE VENUE PACKAGE AND MEAL REQUIREMENTS

- Plated meals package for 10 pax/ employees
- Breakfast: PhP 180.00 x 2 days x 10 pax = PhP 3,600.00
- A.M. /P.M. Snacks/Lunch: PhP 180.00 x 3 days x 10 pax = PhP 5,400.00
- Dinner: PhP 180.00 x 2 nights x 10 pax = PhP 3,600.00
- Venue/ Conference Package : PhP 46,700.00 (for 3 days package)

##### Inclusions:

- Use of registration table for the secretariat
- Provision of free flowing coffee/tea and water from 7:00 am – 7:00 pm
- With stable free wi-fi access
- Audio Visual Equipment (with dedicated technician)
- LED Projector/Wide Screen; Standard Audio/PA system with at least 2 microphones
- Free use of whiteboard with markers; and provision of pens and pads

##### C. ACCOMMODATION REQUIREMENTS

Five (5) twin-sharing (i.e. 2 beds) room accommodation  
PhP 1,800.00/night x 5 rooms x 2 nights = PhP 18,000.00  
Check – in: September 06, 2023, 2:00 p.m.

Check – out: September 08, 2023, 12:00 noon

\*Hotel should be open for re-schedule of room booking in case of movement of dates/postponement

#### PROJECT COST

Description Unit Quantity Unit Price Amount

I. Airfare Domestic Ticket Requirements 2-way tickets 10 pax PhP 11,538.80.00

PhP 115,388.00

II. Accommodation requirements

1 5 rooms PhP 1,800.00 PhP 18,000.00

II. Meals and Function Room Requirements

(Breakfast/A.M. and P.M. Snacks/Lunch and Dinner) 3 days 10 pax PhP 12,600.00 +

PhP 46,700.00 PhP 59,300.00

TOTAL PhP 192,688.00

VI. APPROVED BUDGET

One Hundred Ninety Two Thousand Six Hundred Eighty Eight Pesos (PhP 192,688.00) inclusive of applicable taxes. Expenses shall be charged to the Training and Development Division (TDD) GAA - Continuing Appropriation for FY 2022.

VII. TERMS OF PAYMENT

Payment shall be made through Government Procedure.

VIII. CONTACT DETAILS

Name: EZRAH GRACE C. BAYUGA

E-mail: tdd@tourism.gov.ph/ ecbayuga@tourism.gov.ph

Contact No.: 8459-5200 local 426

Prepared by: Recommending Approval:

EZRAH GRACE C. BAYUGA WILSON J. TELIG

Administrative Officer IV Chief Administrative Officer,  
Training and Development Division

Project Title: TRAINING AND DEVELOPMENT DIVISION'S STRATEGIC PLANNING WORKSHOP ON THE PREPARATION, DRAFTING AND SUBMISSION OF THE PROPOSED LEARNING AND DEVELOPMENT PLAN (L&D) FOR FY 2024

Date : September 06-08, 2023

Venue: Boracay Area

List of Confirmed Passengers/Participants

NAME POSITION OFFICE

1. Mr. Wilson J. Telig Chief Administrative Officer Training and Development Division
2. Ms. Jerlie S. Ganiga Supervising Administrative Officer Training and Development Division
3. Ms. Carolyn L. Gabriel Administrative Officer V Training and Development Division
4. Ms. Ezra Grace C. Bayuga Administrative Officer IV Training and Development Division
5. Mr. Patrick John T. Garduque Administrative Assistant II Training and Development Division
6. Atty. Jovencio M. Zaragoza Director Administrative Service
7. One (1) Representative (TBA) Management Division
8. One (1) Representative (TBA) Procurement Management Division
9. One (1) Representative (TBA) Budget Division
10. One (1) Representative (TBA)

**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 [jqperez@tourism.gov.ph](mailto:jqperez@tourism.gov.ph) on or before 26 July 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** JOSE QUISORA PEREZ

**Date Created** 21/07/2023

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