



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9961416
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Strategic Planning Workshop and Target Setting in Siquijor on August 8-11, 2023

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-07-468	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 685,490.60	Document Request List	0
Delivery Period: 4 Day/s		
Client Agency:	Date Published	20/07/2023
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	20/07/2023 00:00 AM
	Closing Date / Time	24/07/2023 10:00 AM

Description

TECHNICAL SPECIFICATIONS

Strategic Planning Workshop and Target Setting
August 8-11, 2023, Siquijor

I. BIDDER : Service Provider (DOT-Accredited Tour Operator)

II. PROJECT DATE : August 8-11, 2023 | Siquijor

III. MINIMUM REQUIREMENTS

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

IV. SCOPE AND WORK DELIVERABLES

- Function Room for August 2023
- Accommodation for all participants in Siquijor on August 8-11, 2023
- Roundtrip Airfares from NAIA Terminal 2 to Dumaguete
- Roundtrip Boat Transfer (Dumaguete port- Siquijor- Dumaguete port)
- Van Rental (3 vans)
(Dumaguete airport to Dumaguete seaport going to Siquijor v.v)
(Aug 9-10; Workshop proper/ Secretariat service)
(Arrival (Aug 8) and Departure (Aug 11) in Siquijor)

Date Route Preferred Time Number of Pax Remarks
August 8 Manila- Dumaguete 0845H-1020H 22 With at least 20kgs luggage allowance
August 11 Dumaguete - Manila Afternoon flight 22 With at least 20kgs luggage allowance

Requirements:

- Ticket is rebookable and refundable
- If above flights are fully booked, the supplier may present the next available option provided that it will not exceed the ABC
- Names of passenger will be provided upon final confirmation
- Regular economy fare
- All are direct flights
- Show breakdown of quotation

Note: The Department of Tourism shall pay only for the tickets that were issued upon final confirmation from the end-user

ACCOMMODATION REQUIREMENTS IN SIQUIJOR

- Eleven (11) twin-sharing rooms and Two (2) Single rooms
- *with breakfast (number of rooms subject to change depending on the number of confirmed participants)
- Check-in: August 8, 2023
- Check-out: August 11, 2023
- Accommodation must be DOT-accredited and must be located within Siquijor
- Inclusions: Strong Wi-Fi connection

VENUE REQUIREMENTS / FUNCTION ROOM

- Must be able to accommodate at least 22 pax (classroom setup)
- From 0800H – 1800H inclusive of AM and PM Snacks on August 8-11, 2023
- Free flowing coffee/ tea and water station
- Projector and large projector screen/s
- Public Address System (Speakers and 2 microphones)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants

TRANSPORTATION REQUIREMENTS

- Van Rental (3 vans)
- Inclusive of the meals and accommodation of the Driver/s
- Inclusive of fuel, parking, and any applicable fees
- Participants: 22 pax

MEALS

Restaurant must be within Dumaguete and Siquijor

- Participants: 22 pax
- August 8- 11, 2023, (breakfast, lunch and dinner)

BUDGET

- Total project cost is Six Hundred Eighty Five Thousand Four Hundred Ninety Pesos and Sixty Centavos (₱685,490.60) Chargeable to Planning Service WFP CA 2022 under Strategic Planning Workshop and Target Setting
- The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.
- Terms of payment to the winning bidder shall be in accordance with the government procedure.

Prepared by:

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Noted by:

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Planning Officer V, Monitoring Division

Approved by:

MILAGROS Y. SAY
Director, Planning Service

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 19/07/2023

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