



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9981513
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of DOT-accredited Tour Operator for the Conduct of Formulation of the Implementing Rules and Regulations of R.A. No. 11645

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-07-488	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
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	27/07/2023
Approved Budget for the Contract:	PHP 266,470.00	Last Updated / Time	26/07/2023 13:55 PM
Delivery Period:	4 Day/s	Closing Date / Time	31/07/2023 14:00 PM
Client Agency:			
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		

Description

TERMS OF REFERENCE

I. PROJECT

Title: Focus Group Discussion (FGDs) with Concerned National Government Agencies in San Vicente on the Formulation of the Implementing Rules and Regulations of Republic Act No. 11645 otherwise known as "An Act Establishing a Heritage Zone Within the Municipality of San Vicente, Province of Ilocos Sur"

Host Agency: Department of Tourism

Date: August 15 to 18, 2023

Location: San Vicente, Ilocos Sur

II. PROJECT RATIONALE AND OBJECTIVES

On 14 January 2022, Republic Act (RA) No. 11645 was approved by President Rodrigo Roa Duterte. In accordance with the provisions of the Act, the Department of Tourism (DOT), in coordination with the Tourism Infrastructure and Enterprise Zone Authority (TIEZA), National Commission for Culture and the Arts (NCCA), and National Historical Commission of the Philippines (NHCP) in consultation with provincial and municipal governments of San Vicente, Ilocos Sur, will facilitate the formulation of the Implementing Rules and Regulations (IRR) of RA 11645.

The Focus Group Discussions (FGDs) in San Vicente will allow the DOT – Technical Working Group (TWG) to facilitate the formulation of the RA 11645 IRR.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator
- C. Must be willing to provide services on a send bill arrangement
- D. Must comply with the detailed services specified in Item IV of the TOR

IV. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Van Hire)

By Land

1. August 15, 2023

- DOT Makati City to San Vicente, Ilocos Sur
- Must be DOT Accredited Tourist Transport
- Must provide two (2) units of an air-conditioned van
- Inclusive of fuel, applicable toll, parking fees, professional driver fees, and meals

By Land

2. August 16-17, 2023

- Heritage inspection within San Vicente, Ilocos Sur
- Transfer from accommodation to IRR workshop
- Must be DOT Accredited Tourist Transport
- Must provide two (2) units of an air-conditioned van
- Inclusive of fuel, applicable toll, parking fees, professional driver fees, and meals

By Land

3. August 18, 2023

- San Vicente, Ilocos Sur to DOT Makati City
- Van transfer
- Must be DOT Accredited Tourist Transport
- Must provide two (2) units of an air-conditioned van
- Inclusive of fuel, applicable toll, parking fees, professional driver fees, and meals

B. Accommodation

- Must be DOT Accredited Hotel with a 3-star or above rating
- Must be located in San Vicente, Ilocos Sur
- All rooms must be inclusive of breakfast, complimentary Wi-Fi access on all rooms and public areas, and drinking water/coffee/tea
- Room Quantity: Three (3) single occupancy room
Five (5) double-occupancy rooms
One (1) triple occupancy
- Number of nights: Three (3) nights
- Check In: 15 August 2023
- Check Out: 18 August 2023

C. Function / Workshop Requirements

1. Date of Function: August 17, 2023 (1 day)

2. Number of participants: 40 pax

3. Meals

- Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
- Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
- Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
- Free flowing Coffee
- Water Dispenser

4. Registration table should be near the entrance of the function venue.

5. Secretariat table should be inside the venue for easier facilitation of the workshop.

6. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.

7. Round table set-up

8. Aisles should be available in the middle and two sides.

9. Must have available stage, podium, laptop, microphones/PA system, projection screen, LCD projector, pens and pads, and WIFI access.

D. Outside Meals

Guests: 12 DOT Central Office, 2 DOT Region 1, 2 TIEZA, 2 NCCA, 2 NHCP, and 20 Stakeholders/private and LGUs

1. August 15, 2023

- Dinner for 30 pax

2. August 16, 2023

- Breakfast - 30 pax
- AM & PM Snacks – 30 pax
- Lunch & Dinner – 30 pax

3. August 17, 2023

- Breakfast – 20 pax
- AM & PM Snacks – 40 pax
- Lunch & Dinner – 40 pax

4. August 18, 2023

- Breakfast & Lunch – 20 pax
- AM Snacks – 20 pax

V. BUDGET

The budget for the conduct of the event is TWO HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED SEVENTY PESOS (Php 266,470.00), inclusive of applicable taxes and government procedure.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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

VI. CONTACT PERSON

MARIA CRISTINA LEA I. CHIUICO
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APPROVED BY:

ATTY. GLAIZA G. SARMIENTO
Chief, Legislative Liaison Unit

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 26/07/2023

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