



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10013078  
**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 in Ilocos Sur

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-08-519	<b>Status</b>	<b>Pending</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 - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 266,470.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	4 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	05/08/2023
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	04/08/2023 16:26 PM
		<b>Closing Date / Time</b>	08/08/2023 14:00 PM

#### 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

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

#### IV. SCOPE OF DELIVERABLES

A. Transportation Rental of air-conditioned two (2) units of vans throughout the duration of the official trip inclusive of the ff.:

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator
2. Driver/s and coordinator's fees, meals, and accommodation.
3. Fuel, toll, parking, and environmental expenses.
4. Van/s must comfortably accommodate the number of twenty (20) passengers including luggage.
5. Winning bidder is to be provided with the names of passengers and departure date/time to, from, and within San Vicente, Ilocos Sur
6. Must be DOT Accredited Tourist Transport

#### DATE PARTICULARS

August 15, 2023 (Tuesday) DOT, Makati City to San Vicente, Ilocos Sur

For twenty (20) persons with luggage

August 16, 2023 (Wednesday)

Van transfers

Courtesy call and meeting at the Mayor's Office

Heritage Inspection site within San Vicente, Ilocos Sur

For twenty (20) persons

August 17, 2023 (Thursday) Van transfers

Transfer from hotel accommodation to IRR workshop venue

Transfer from IRR workshop venue to a restaurant for dinner

For twenty (20) persons

August 18, 2023 (Friday) San Vicente, Ilocos Sur to DOT, Makati City

For twenty (20) persons with luggage

B. DOT-accredited accommodation in San Vicente, Ilocos Sur for four (4) days and three (3) nights for twenty (20) persons

Check-in August 15, 2023 (Tuesday)

Check-out August 18, 2023 (Friday)

1. Must be DOT accredited hotel with a 3-star or above rating
2. Three (3) single occupancy
3. Seven (7) double occupancy
4. One (1) triple occupancy
5. With complimentary breakfast
6. Free strong WIFI access in all areas of the hotel
7. Complimentary use of the business center
8. Number of rooms is subject to change depending on the number of participants.
9. Open to special arrangements in case the number of the same sex is not met. Likewise, the hotel should be open to cancellation of bookings and to the reduction of rooms if the target number of twenty (20) persons is not met.

C. Function/Workshop requirements on August 17, 2023, for forty (40) attendees

#### IRR WORKSHOP SCHEDULE

August 17, 2023 (Thursday) 8:00 AM TO 5:00 PM

1. Registration table should be near the entrance of the function venue.
2. Secretariat table should be inside the venue for easier facilitation of the workshop.
3. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
4. Round table set-up
5. Aisles should be available in the middle and two sides.
6. Must have stage, podium, laptop, microphones/PA system, projection screen, LCD projector, pens, and pads available.
7. Well-ventilated and well-lighted private function room with stable strong WIFI access.
8. Dedicated manpower on duty.

D. Meal Requirements for the attendees:

August 15

(Tuesday)

INGRESS August 16 (Wednesday)

SITE INSPECTION August 17 (Thursday)

WORKSHOP August 18 (Friday)

EGRESS

Breakfast xxx

Complimentary breakfast is included in the hotel accommodation for twenty (20) persons

Additional Breakfast for ten (10) persons Complimentary breakfast is included in the hotel accommodation for twenty

(20) persons Complimentary breakfast included in the hotel accommodation for twenty (20) persons

Lunch xxx Lunch for thirty (30) persons

The restaurant must be within San Vicente, Ilocos Sur Buffet Lunch for forty (40) persons at the IRR workshop venue

With free-flowing coffee/tea and water from 8:00 AM to 5:00 PM Packed

For twenty (20) persons

Dinner Dinner for thirty (30) persons

The restaurant must be within San Vicente, Ilocos Sur. Dinner for thirty (30) persons

The restaurant must be within San Vicente, Ilocos Sur. Dinner for forty (40) persons

The restaurant must be within San Vicente, Ilocos Sur. xxx

AM Snacks xxx Snacks for thirty (30) persons Plated snacks for forty (40) persons Packed  
For twenty (20) persons

PM Snacks xxx Snacks for thirty (30) persons Plated snacks for forty (40) persons xxx

E. Tour Operator shall provide at least one (1) representative to assist the group during the entire duration from August 15 to 18, 2023.

#### V. APPROVED BUDGET OF THE CONTRACT (ABC)

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. PROJECT OFFICER

Contact person: Maria Cristina Lea Chiuco

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Tourism Operations Officer II

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** 04/08/2023

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