



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10004161
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Tour Operator for the Office of the Undersecretary for Legal and Special Concerns (OULSC) and Office of Special Concerns (OSC) Mid-Year Assessment 2023

Area of Delivery

Solicitation Number:	NP-SVP 2023-08-515	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	1
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	03/08/2023
Approved Budget for the Contract:	PHP 607,221.07	Last Updated / Time	07/08/2023 10:54 AM
Delivery Period:		Closing Date / Time	07/08/2023 16:30 PM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

Procurement of services of a tour operator for the Office of the Undersecretary for Legal and Special Concerns (OULSC) and Office of Special Concerns (OSC) Mid-Year Assessment 2023

I. Project

Department of Tourism (DOT) – Office of the Undersecretary for Legal and Special Concerns (OULSC) and Office of Special Concerns' (OSC) Mid-Year Performance Evaluation, Utilization Assessment, and Strategic Planning on 09 to 11 August 2023 in Moalboal, Cebu.

II. Purpose / Objective

The OSC Mid-Year Performance Evaluation, Utilization Assessment, and Strategic Planning activity ("OULSC and OSC Mid-Year Assessment") aims to boost the office's productivity by identifying measures for improvement of performance, budget utilization, and strategy execution.

During the OULSC and OSC Mid-Year Assessment, OULSC and OSC will:

- Assess the offices' performance and areas for improvement;
- Review the implementation of projects and tasks;
- Assess the budget utilization and make funding adjustments for the 2nd semester of FY 2023;

Likewise, a resource person will conduct capacity development training and outdoor-based activities to strengthen relationships among the OULSC and OSC team and promote camaraderie, employee welfare, and skills development in time management and improving the conduct of complete staff work.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land transfers, accommodation, meal requirements, training venue, and technical assistance during the OULSC and OSC Mid-Year Assessment.

III. Minimum Requirements

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.

IV. Scope of Deliverables

A. Roundtrip Airfare tickets (Manila-Cebu-Manila) for sixteen (16) adult persons

MNL-CEB

09 August 2023 Wednesday – (6am-7am)

CEB-MNL

11 August 2023 – Friday – (9pm-10pm)

B. Transportation rental of two (2) air-conditioned van inclusive of:

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s
2. Driver and coordinator's fees, meals, accommodation
3. Fuel expenses, toll fees, parking fees, environmental fees

Date Particulars

09 August 2023 Wednesday - Makati City to Cebu

For sixteen (16) persons with luggage bags

10 August 2023 Thursday - Moalboal, Cebu

For sixteen (16) persons

11 August 2023 Friday Moalboal-Aloguinsan-Cebu to Makati City

For sixteen (16) persons with luggage bags

C. DOT-accredited accommodation in Moalboal for 3 days and 2 nights for sixteen (16) persons

Check-in 09 August 2023 – Wednesday

Check-out 11 August 2023 – Friday

1. Seven (7) twin-sharing rooms for four (4) OULSC staff and ten (10) OSC staff
2. Two (2) solo rooms for the DOT Undersecretary for Legal, Special Concerns and OSC Director. One (1) solo room for one (1) night (09-10 August 2023) for the Resource Speaker.

3. With complimentary breakfast and WiFi access

4. Open to reduction of number of rooms in case the target number of 16 participants is not met

D. Hotel function room on 09 August 2023 for sixteen (16) persons

1. Planning sessions on 09 August 2023 from 1PM to 5PM and 10 August 2023 from 1PM to 5PM

2. Well-ventilated and well-lighted private function room with stable WiFi connection

4. Classroom set-up or boardroom set-up with a separate table for at least two (2) OSC secretariat

5. With at least (2) units of wireless microphone and speakers

6. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard

F. Meal requirements for at least sixteen (16) persons

09 August 2023 Wednesday

Breakfast in Cebu City or Lapu-Lapu City for sixteen (16) persons

Lunch at the resort for sixteen (16) persons

Snacks with free-flowing brewed coffee during planning session from 1pm to 5pm for sixteen (16) persons

Dinner at the resort for sixteen (16) persons

10 August 2023 Thursday

Complimentary breakfast for sixteen (16) persons

Lunch meals during Outdoor-Based Employee Engagement Activity in Moalboal Island for sixteen (16) persons

Snacks with free-flowing brewed coffee during planning session from 1pm to 5pm

Dinner at the resort for sixteen (16) persons

11 August 2023 Friday

Complimentary breakfast for sixteen (16) persons

Snacks and Lunch Meals during the Technical Tour and Community Engagement Activities in Aloguinsan, Cebu for sixteen (16) persons

Dinner in Cebu City for sixteen (16) persons

* Packed meals shall include water, juice, or coffee

G. Outdoor-based employee engagement activity (10 August 2023 - Thursday)

1. Transportation services for the Outdoor-Based Employee Engagement Activities

2. Proposed location: Moalboal, Cebu

H. Technical Visit (11 August 2023 - Friday)

1. Transportation services for the Technical Tour and Community Engagement Activity

2. Proposed location: Aloguinsan, Cebu

I. Health / Hygiene Kit

1. Tote Bag, face mask, alcohol, wet wipes

-----please see attached scanned Technical Specifications for the complete details-----

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2023-08-515

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 NPLUCMAN@TOURISM.GOV.PH on or before 07 August 2023 at 9:00 am. Late and unsigned quotations shall not be accepted.

Remarks
New Deadline of Submission

Created by Norjannah P Lucman

Date Created 02/08/2023

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