



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10041907  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** procurement of Ground Handling Services for the Legal Affairs Service (LAS) Seminar on GAD & Related Laws for Zamboanga TOURISM Stakeholders on September 19-22, 2023

#### Area of Delivery

<b>Solicitation Number:</b> RFQ NP-SVP 2023-08-538	<b>Status</b>	<b>Active</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 139,786.14	<b>Document Request List</b>	0
<b>Delivery Period:</b> 4 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	15/08/2023
<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>	15/08/2023 00:00 AM
	<b>Closing Date / Time</b>	18/08/2023 09:00 AM

#### Description

##### TECHNICAL SPECIFICATIONS

##### I. PROJECT

Procurement of Ground Handling Services for the Legal Affairs Service (LAS) Seminar on Gender and Development (GAD) and Related Laws for Zamboanga Tourism Stakeholders

##### II. PURPOSE / OBJECTIVE

The seminar aims to enhance the personal and professional awareness of tourism stakeholders on gender and development laws pursuant to the Department's objective to adopt gender mainstreaming as a strategy to promote human rights and eliminate gender discrimination in the tourism industry.

The DOT-LAS is in need of the services of a DOT-accredited Tour Operator to provide ground handling arrangements for the seminar.

##### III. DATE AND LOCATION OF THE EVENT

19 to 22 September 2023 in Zamboanga City (inclusive of travel time)  
Winning bidder must be amenable to change in schedule

##### IV. MINIMUM REQUIREMENTS

A. Must be a DOT-Accredited Tour Operator

- B. Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.
- C. Must be PHILGEPS registered

#### V. SCOPE OF DELIVERABLES

##### A. Land Transportation

1. One air-conditioned (1) Van Rental within Zamboanga City for 4 days
  - Transfer from airport to hotel and vice versa
  - On stand-by daily at the hotel for any transportation needs (ex. logistics needs, site visit, meals at local restaurant, etc.)
2. Air-conditioned Van must comfortably accommodate 6 pax including luggage;
3. Must provide one (1) well-groomed and COVID-19 fully vaccinated driver and one (1) coordinator;
4. Inclusive of driver and coordinator's meals, accommodation fuel expenses, parking fees, and other fees;
5. Winning bidder will be provided with the schedule of arrival and departure of organizers.

##### B. Accommodation for 4 pax

1. One (1) Twin Sharing Room
2. Two (2) Single Rooms
3. Check In – 19 September 2023  
Check Out – 22 September 2023
  - Must be DOT-Accredited Accommodation Establishment
  - At least 3-star Hotel
  - Must be in the same venue as the function room
  - Stable and fast WiFi access
  - Complimentary use of accommodation facilities
  - Provision of free bottled/pitcher of water and toiletries per day
  - Open to cancellation of room booking in case the room was not occupied

##### C. Function Room with Banquet Services on 20 to 21 September 2023

###### 1. Function Room

- 2-day use of air-conditioned function room that can accommodate 35 pax;
- Must be in the same venue as the accommodation establishment;
- Auditorium/classroom set-up; with table for secretariat and speaker, and registration table located at the entrance of function room;
- Use of podium, at least three (3) wireless microphones, sound system, projector, screen, clicker, whiteboard, and markers;
- Audio Visual Equipment with dedicated technician:
- LCD Projector with wide screen, whiteboard and whiteboard markers, basic sound system, outlets/extension cords for laptops
- Stable and fast WiFi access to all participants;
- Free-flowing water, coffee, tea, mints and candies;
- Provision of pads and pencils.

###### 2. Meals

Date Meals Number of Pax

20 September 2023 AM snacks, Lunch and PM Snacks 30

21 September 2023 AM snacks, Lunch and PM Snacks 30

- Must provide uniformed and well-trained banquet service personnel and designated staff to attend to all meals arrangements;
- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).

###### 3. Seminar Kit

- Provision of thirty (30) seminar kits comprising of tote bag, notebook, pens, seminar badge (ID holder with ID lace), alcohol spray (100ml), facial tissue, and wet wipes.

##### D. Meal Requirements of Speaker and Organizers

Date Meals Number of Pax

19 September 2023 Breakfast, Lunch, and Dinner 5

20 September 2023 Breakfast, Lunch (during seminar), and Dinner 5

21 September 2023 Breakfast, Lunch (during seminar), and Dinner 5

22 September 2023 Breakfast, Lunch, and Dinner 5

- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).
- Note: Packed meals with drinks depending on the flight schedule.

#### VI. APPROVED BUDGET OF THE CONTRACT (ABC):

One Hundred Thirty-Nine Thousand Seven Hundred Eighty-Six Pesos and 14/100 (PhP139,786.14), inclusive of applicable government taxes and other charges in accordance with government procedure.

#### VII. PROJECT OFFICERS

Contact Persons : Cherry Regala (0995 6436114) – cbregala@tourism.gov.ph

Jacqueline Reposar (0917 4943168) – jdreposar@tourism.gov.ph

Office : Legal Affairs Service

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Prepared by: Noted by:

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Legal Affairs Service Legal Affairs Service

Approved by:

ATTY. JENNIFER A. OLBA  
OIC-Director  
Legal Affairs 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** 14/08/2023

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