



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10051573
Procuring Entity DEPARTMENT OF TOURISM
Title Strategic Performance Management System (SPMS) Plenary
Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-08-545	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 257,918.00	Document Request List	0
Delivery Period: 2 Day/s		
Client Agency:	Date Published	17/08/2023
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	17/08/2023 00:00 AM
	Closing Date / Time	21/08/2023 14:00 PM

Description

I. BIDDER : DOT Accredited Tour Operator

II. PROJECT TITLE : Strategic Performance Management System (SPMS) Plenary

III. INCLUSIVE DATES : 27 October 2023 (Makati)

IV. PROJECT OBJECTIVES

The main objective of the Strategic Performance Management System Cluster Consultation and FGD is to review, discuss, revise, and update the current DOT SPMS which uses the Major Final Output (MFO) that represents only the two DOT core mandated functions; MFO 1- Technical Advisory Services and MFO 2-Tourism Regulatory Services. In restructuring the budget according to programs and outcomes, the SPMS update should consider the DBM's PREXC. The PREXC also allows monitoring of performance through indicators relating to program inputs, outputs, or outcomes that are related to the SPMS framework.

Specifically, the event aims to achieve the following:

1. To adopt the PREXC budgeting framework to link individual, division, and office performance
2. To achieve organizational outcome of increasing arrivals, employment, and revenues
3. To ensure that offices achieves organizational goals and objectives.

V. MINIMUM REQUIREMENTS

- A. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT).
- B. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- C. Must be willing to provide services on a send bill arrangement or government procedures.

VI. SCOPE OF WORK AND DELIVERABLES

1. VAN HIRE/RENTAL Php 95,988.00

DATE VAN RATE / NO. OF UNITS CAPACITY AND ROUTE

October 27, 2023 Php 7,999.00 x 6 vans =
Php 47,994.00

Land Transfer (Arrival)

- Pick up from DOT Makati
- Drop off at Accommodation/Venue
- Seating capacity of 8 pax
- Rental Period of 10 hours

October 28, 2023 Php 7,999.00 x 6 vans =
Php 47,994.00

Land Transfer (Departure)

- Pick up from Accommodation/Venue
- Drop off at DOT Makati
- Seating capacity of 8 pax
- Rental Period of 10 hours

- Rental will be from 27-28 October 2023
- Inclusive of the professional fees and meals of the Drivers
- Driver(s) must be in uniform or decent attire
- Inclusive of fuel and other expenses such as toll and parking fees and applicable environmental fees

2. ACCOMMODATION REQUIREMENTS Php 46,200.00

- Php1,100.00 x 42 pax x 1 night = Php46,200.00
- Check-in: 27 October 2023
- Check-out: 28 October 2023
- Accommodation for 42 pax
- Accommodation must be DOT-accredited and must be located within Makati

3. VENUE REQUIREMENTS/ FUNCTION ROOM Php 48,410.00

- Php48,410.00 x 1 day = Php48,410.00
- Use of venue on 27 October 2023
- Must be able to accommodate more than 100 pax (classroom setup)
- Free flowing coffee/hot chocolate/tea and water station with nuts, and candies
- Complimentary use of Business Center
- Projector and large projector screen/s
- Public Address System (Speakers, 2 wireless microphones and 2 wired microphones with stand)
- Strong Wi-Fi connection & Printers with toner and paper

4. MEAL REQUIREMENTS Php 67,320.00

- Php220.00 x 3 meals x 102 pax x 1day = Php67,320.00
- Breakfast, lunch, and dinner for 102 pax on 27 October 2023

VII. BUDGET

The total budget for the project is TWO HUNDRED FIFTY-SEVEN THOUSAND NINE HUNDRED EIGHTEEN PESOS (Php 257,918.00) inclusive of all applicable taxes and should cover all requirements enumerated above.

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.

VIII. CONTACT INFORMATION

Prepared by:

Mr. Jim Ray R. Bagsic
Planning Officer II
Contact Details:
0945-125-3789
jrbagsic@tourism.gov.ph

Noted 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 16/08/2023

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