



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10050991  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Strategic Performance Management System (SPMS) Cluster Consultation and FGD  
**Area of Delivery**

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | RFQ NP-SVP 2023-08-545   | <b>Status</b>                | <b>Active</b>       |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 2                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods - General Support Services   | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | Travel, Food, Lodging and Entertainment Services   | <b>Date Published</b>        | 17/08/2023          |
| <b>Approved Budget for the Contract:</b> | PHP 845,261.10   | <b>Last Updated / Time</b>   | 17/08/2023 00:00 AM |
| <b>Delivery Period:</b>                  | 3 Day/s  | <b>Closing Date / Time</b>   | 21/08/2023 14:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | TERESITA A. ROMANES<br>Admin. Assistant V<br>#351 Sen. Gil Puyat Avenue<br>Makati<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-2-4595200 Ext.425<br><br>taromanes@tourism.gov.ph |                              |                     |

#### Description

I. BIDDER : DOT Accredited Tour Operator

II. PROJECT TITLE : Strategic Performance Management System (SPMS) Cluster Consultation and FGD

III. INCLUSIVE DATES : 13-15 September 2023 (Bataan)  
18-20 October 2023 (Bacolod)

#### 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

##### LOT 1: BATAAN Php 406,491.00

##### 1. VAN HIRE/RENTAL Php 214,357.00

###### DATE VAN RATE / NO. OF UNITS CAPACITY AND ROUTE

September 13, 2023 Php 16,489.00x 6 vans =  
Php 98,934.00

###### Land Transfer (Arrival)

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

September 14, 2023 Php 16,489.00x x 1 van =  
Php 16,489.00

###### Land Transfer (Service during the Workshop Proper)

- Seating capacity of 8 pax
- Rental Period of 10 hours

September 15, 2023 Php 16,489.00x 6 vans =  
Php 98,934.00

###### 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 13-15 September 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 66,000.00

- Php750.00 x 44 pax x 2 nights = Php 66,000.00
- Check-in: 13 September 2023
- Check-out: 15 September 2023
- Accommodation for 44 pax
- Accommodation must be DOT-accredited and must be located within Bataan

##### 3. VENUE REQUIREMENTS/ FUNCTION ROOM Php 73,334.00

- Php36,667.00 x 2 days = Php 73,334.00
- Use of the venue on 13-14 September 2023
- Must be able to accommodate at least 50 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 52,800.00

- Php150.00 x 44 pax x 2 meals x 3 days = Php 39,600.00
- Php150.00 x 44 pax x 1 meal x 2 nights = Php 13,200.00
- Breakfast and Lunch for 44 pax on 13-15 September 2023
- Dinner for 44 pax on 13-14 September 2023

##### LOT 2: BACOLOD CITY Php 438,770.10

#### TRANSPORTATION REQUIREMENTS

##### 1. AIRLINE TICKET Php 165,765.60

###### FLIGHT DETAILS:

###### DATE DESTINATION FLIGHT RATE / NO. OF PASSENGER PREFERRED FLIGHT DETAILS

October 18, 2023 MNL-BCD Php 8,829.80 x 9 pax = Php 79,468.20

- Departing Manila between 0425H to 0440H

- Arriving Bacolod between 0550H to 0610H

October 20, 2023 BCD-MNL Php 9,588.60 x 9 pax

=Php 86, 297.40

- Departing Bacolod between 1430H to 1445H

- Arriving Manila between 1550H to 1610H

###### Winning bidder should be able to provide the following:

- Provide roundtrip economy class domestic air tickets
- Inclusive of option for re-booking and cancellation
- Air ticket(s) issuance is based on the names of participants to be provided by DOT
- Domestic airline tickets inclusive of terminal fees and 20 kg checked baggage allowance

- Note: if above flights have been fully booked or are not available, the supplier may present the next available flight option subject for DOT's approval provided that it will not exceed the prescribed budget.
- Only utilized flights must be charged to the DOT in the final billing

## 2. VAN HIRE/RENTAL Php 64,717.90

### DATE VAN RATE / NO. OF UNITS CAPACITY AND ROUTE

October 18, 2023 Php 4,978.3 x 6 vans =  
Php 29,869.80

Within Bacolod City (airport transfers and service for the entire duration of the event)

- Pick up from airport
- Drop off at Accommodation/Venue
- Seating capacity of 9-12 pax
- Rental Period of 10 hours

October 19, 2023 Php 4,978.30 x 1 van =  
Php 4,978.30

Within Bacolod City (service for the entire duration of the event)

- Seating capacity of 9-12 pax
- Rental Period of 10 hours

October 20, 2023 Php 4,978.30 x 6 vans =  
Php 29,869.80

Within Bacolod City (service for the entire duration of the event)

- Pick up from Accommodation/Venue
- Drop off at the airport
- Seating capacity of 9-12 pax
- Rental Period of 10 hours

- Rental will be from 18-20 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

## 3. ACCOMMODATION REQUIREMENTS Php 79,200.00

- Php900.00 x 44 pax x 2 nights = Php 79,200.00
- Check-in: 18 October 2023
- Check-out: 20 October 2023
- Accommodation for 44 pax
- Accommodation must be DOT-accredited and must be located within Bacolod

## 4. VENUE REQUIREMENTS/ FUNCTION ROOM Php 65,726.60

- Php32,863.30 x 2 days = Php 65,726.60
- Use of the venue on 18-19 October 2023
- Must be able to accommodate at least 50 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

## 5. MEAL REQUIREMENTS Php 63,360.00

- Php180.00 x 44 pax x 2 meals x 3 days = Php 47,520.00
- Php180.00 x 44 pax x 1 meal x 2 nights = Php 15,840.00
- Breakfast and Lunch for 44 pax on 18-20 October 2023
- Dinner for 44 pax on 18-19 October 2023

## VII. BUDGET

The total budget for the project is EIGHT HUNDRED FORTY-FIVE THOUSAND TW HUNDRED SIXTY-ONE AND 10/100 PESOS (Php 845,261.10) 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:

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Planning Officer II  
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0945-125-3789  
jrbagsic@tourism.gov.ph

Noted by:

MILAGROS Y. SAY  
Director, Planning Service  
**Other Information**

Partial bid is allowed. All goods are grouped in lots. Supplier/s shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis.

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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