



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10131825
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handling Services (Domestic Airline Ticketers, Meals, Accommodation, Conference Room and Van rental) for OTSR Strategic Planning on 16-20 October 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-09-588	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	15/09/2023
Approved Budget for the Contract:	PHP 997,778.23	Last Updated / Time	15/09/2023 00:00 AM
Delivery Period:		Closing Date / Time	18/09/2023 12:00 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

Office of Tourism Standards and Regulation's Strategic Planning
(Target Implementation Date: October 16 to 20, 2023)

PROJECT

Procurement of Ground Handling Services
Roundtrip Domestic Airfare, Meals, Accommodation., Conference Room and Van Rental

PROJECT DESCRIPTION AND OBJECTIVES

To re-strengthen the alignment of OTSR with the mandates of President Ferdinand R. Marcos, and to further improve the planning and implementation of PAPs of the OTSR for this year and the coming years, PIED deemed it necessary to conduct a Strategic Planning which extends to invite the TRCRG Sector officials.

PROCUREMENT REQUIREMENTS

The service provider shall meet the following minimum requirements:

Must be PHILGEPS registered
Must be willing to provide services on a send bill arrangement
Accommodation must be DOT-Accredited
Venue is encouraged to be the same as the accommodation of the 36 pax and must be located in Coron, Palawan.

Function Requirement

Whole day use of Function Room that can comfortably accommodate 36 pax banquet or classroom type meeting set up following the health and safety protocols for October 16 to 19, 2023 (8 am to 5 pm)
Meals for 36 pax

Free flowing coffee and tea

Bottled water per person

Registration table near the entrance of the function venue.

Secretariat table inside the venue for easier facilitation

Must have the following basic function requirements:

Strong internet connection - capable of providing reasonable connection to participants

Podium for speakers

Basic sound system with functional wireless microphones for speakers and at least 2 additional microphones with stand for participants situated at the middle of the function room

Projector screen/s and LCD projector/s appropriate to the size and set up in the venue

Pencils/pens and pads set up in the tables of participants

Designated IT/Technical personnel to assist during the seminar with at least one (1) back-up laptop as support to the secretariat

Accommodation Requirement

5 days/4 nights accommodation stay with breakfast for 36 pax

6 pax- single room

30 pax- double sharing

c. Van Service of DOT personnel (36 pax) from Airport to Hotel and vice versa and will also be used for the site inspection of properties for October 19, 2023.

d. Roundtrip Domestic Airfare for 22 pax

Tickets should be refundable and rebookable. Regular fare (not promo fare).

Flight dates to and from Coron may be changed depending on the requirements of participants.

BUDGET OF THE PROJECT – 997,778.23

The amount shall be charged against the 2022 GAA of the Project and Investment Evaluation Division.

PROJECT OFFICER / CONTACT PERSON:

Cristina Serafico-Ochangco

Project and Investment Evaluation Division

Office of Tourism Standards and Regulation

Tel No. 459-5200 loc 106

invest@tourism.gov.ph

Approved by:

VIRGILIO M. MAGUIGAD, EnP.

Director

Office of Tourism Standards and Regulation

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. 2023-09-588 (2nd posting)

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 18 September 2023 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 14/09/2023

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