



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10219184
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Orientation for the Regional Accreditation Officers on the Campgrounds Standards on 14-17 November 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-10-657	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	13/10/2023
Approved Budget for the Contract:	PHP 395,000.00	Last Updated / Time	13/10/2023 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	18/10/2023 10:00 AM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

OFFICE OF TOURISM STANDARDS AND REGULATION STANDARDS DEVELOPMENT DIVISION
 TECHNICAL SPECIFICATIONS
 PROJECT TITLE: ORIENTATION OF DOT REGIONAL ACCREDITATION OFFICER ON THE RULES AND REGULATIONS GOVERNING THE ACCREDITATION OF CAMPGROUNDS
 DATE: November 14 to 17, 2023
 III. PURPOSE/OBJECTIVE:
 To familiarize the DOT Accreditation Officers on the approved Rules and Regulations Governing the Accreditation of Campgrounds in the Philippines
 To disseminate to the DOT Accreditation Officers, the Rules and Regulations on Campgrounds
 IV. MINIMUM REQUIREMENTS FOR SUPPLIERS
 • Must be a DOT-accredited travel and tour agency
 • Must be willing to provide services on a send-bill arrangement
 v. DETAILS OF SCOPE OF WORK AND DELIVERABLES
 1) Land Transportation
 Provide roundtrip bus transportation for 26 pax on the following dates and destinations:
 Date From To
 14 November 2023 DOT Makati City Quezon
 15 November 2023 Quezon Laguna
 16 November 2023 Laguna Quezon

17 November 2023 Quezon DOT Makati City

Inclusions:

- a) Whole-day use of vehicle from November 14 to 17, 2023
 - b) Toll fees
 - c) Fuel expenses
 - d) Parking fees
 - e) Driver
 - f) Tour Coordinator
- 2) Accommodation

• Provide accommodation with the following details:

Date Accommodation Type No. of PAX Location

November 14 Hotel 26 pax Quezon

November 15 Glamping 26 pax Laguna

November 16, Hotel 26 pax Quezon

3) Meals

• Provide meals with the following details:

Date Meals No. of PAX

14 November 2023 Lunch 28 Pax

Dinner 28 Pax

15 November 2023 Breakfast 28 Pax

Lunch 28 Pax

Dinner 28 Pax

16 November 2023 Breakfast 28 Pax

Lunch 28 Pax

Dinner 28 Pax

17 November 2023 Breakfast 28 Pax

Lunch 28 Pax

4) Function Room and Conference Meals

Provide function room and conference meals with the following details:

a) Half-day use of function room for twenty-six pax on November 14 and 16, 2023

b) Classroom setup

c) Secretariat Table

d) Audio-visual system and operator

e) Podium

f) Philippine flag

g) Sofa/chairs

h) Meal Area/Table

i) Coffee/Tea Provision

Function room setup conditions:

a) The function room must be located in the same accommodation establishment where the organizers and attendees are checked in

b) The function room must be set up no later than 12:00 noon on November 14 and 16, 2023

• Event details:

a) Date and time of event:

Activity Date Time

Accreditation Officers Orientation 14 November 2023 03:00 to 06:00 pm

Accreditation Officers Wrap-up Meeting 16 November 2023 03:00 to 06:00 pm

Meals Serve Time:

a) Breakfast: 7:00 a.m.

b) Lunch: 12:00 noon

c) Dinner: 7:00 p.m.

5) Tour coordinator

• Provide one tour coordinator to perform the following responsibilities:

a) Accompany the DOT personnel throughout the orientation period

b) Coordinate ground arrangements with campgrounds to be visited for the familiarization tour

c) Coordinate ground arrangements: Transportation, Accommodation, Meals

d) Other ground handling-related tasks as may be delegated by the organizers

APPROVED BUDGET FOR THE CONTRACT

THREE HUNDRED NINETY-FIVE THOUSAND PESOS (P395,000.00)

VII. TERMS OF PAYMENT

Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed

The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed

Payment shall be based on actual expenses incurred but not to exceed Three Hundred

Ninety-five Pesos (P 395,000.00) for the total actual cost of services rendered inclusive

of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

PROJECT OFFICER/CO

MS. BLESSY GRACE G. TANSINGCO

Office of Tourism Standards and Regulation

Trunk Line: (02) 8459-5200 to 30 Local 224

Email: sdd@tourism.gov.ph

NOTE: The winning bid however, shall be determine5d based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Other Information

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 Certification/ Registration Number.

3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

4. Must be Accredited by DOT.

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before 18 October 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 12/10/2023

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