



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10223469
Procuring Entity DEPARTMENT OF TOURISM
Title Strategic Planning Workshop for the Creation of Strategic Framework and Roadmap for food & Gastronomy

Area of Delivery

Solicitation Number:	SVP 2023-10-662	Status	Pending
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 613,100.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	14/10/2023
Contact Person:	JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph	Last Updated / Time	13/10/2023 14:37 PM
		Closing Date / Time	18/10/2023 11:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDDER Service Provider/Ground Handler

PROJECT TITLE Strategic Planning Workshop for the Creation of Strategic Framework and Roadmap for Food & Gastronomy

PROJECT DATE/VENUE "ember 6-8, 2023: Pampanga

MINIMUM REQUIREMENTS

Must be accredited by the DOT

Must be willing to provide services on send-bill arrangement Must have experience in handling DOT requirements

SCOPE AND WORK DELIVERABLES

Provide ground arrangement with provisions for twin accommodation, full board meals, land transportation and venue for the workshop;

A. Accommodation Requirements: Must be DOT Accredited with Certificate to Operate.

- Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 2-3 star properties in Laguna on the following dates:

Room Requirements Check-in Check-out

10 twin rooms November 6 (Pampanga) November 8 (Pampanga)

7 twin rooms

B. Transportation Service Requirements: Must be DOT Accredited.

Air-conditioned vehicle, seating capacity for the following: Van: 4-8 seats

Transfer in the following destinations including toll fees, driver, gasoline, meals, and accommodation.

Date Location Van Details

November 6, 2023 Manila-Pampanga 6 Units of Van; 4-8 seats

November 8, 2023 Pampanga-Manila 6 Units of Van; 4-8 seats

c. Meal Requirement:

November 6-8, 2023: Breakfast, am & pm snacks, Lunch & Dinner for 34 pax

D. Workshop Venue:

Workshop venue: can accommodate 40 pax with AV equipment and airconditioned

E. Workshop and Hygiene Kits

- Provision of hygiene kits for a total of 34 pax
- Provision of 30 workshop kits to be agreed with DOT

*Proposal may be subject to changes based on the DOT's advise

VI. BUDGET: budget: 613,100.00

s,

VII. PAYMENT REQUIREMENTS:

- Submission of the following documents upon completion of the project for facilitation of payment:

- a. Original hotel/resort manifest
- b. Original trip tickets of land transfers (van)
- d. DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation
- e. Billing statement

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

VIII. CONTACT PERSON

Contact Person Fay Lena R. Castro

Office Product Planning & Development Division

Contact Number +63 84595200; local 508 / 09176348777 Email Address faycastro.opmd@gmail.com

Jaena Guarda-Salabit

Product, Planning & Development Division +63 84595200: local 508 / 09496283979

Prepared by: Approved by:

Director

Office of Product and Market Development

Other Information

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 jqperez@tourism.gov.ph on or before 18 October 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 13/10/2023

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