



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10227328  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Service Provider for the Conduct of Alignment Workshop for the Creation of Strategic Framework and Roadmap for Food & Gastronomy in Quezon on November 20-22, 2023

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-10-664	<b>Status</b>	<b>Pending</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>	17/10/2023
<b>Approved Budget for the Contract:</b>	PHP 611,420.00	<b>Last Updated / Time</b>	16/10/2023 13:57 PM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	20/10/2023 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

##### TECHNICAL SPECIFICATIONS

I. BIDDER : Service Provider

II. PROJECT TITLE : Alignment Workshop for the Creation of Strategic Framework and Roadmap for Food & Gastronomy

III. PROJECT DATE/VENUE : November 20-22, 2023: Quezon

##### IV. 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

##### V. 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 twin and single occupancy basis (with complimentary breakfast), preferably 2-3 star

properties in Quezon on the following dates:

Room Requirements Check-in Check-out  
10 twin rooms November 20 (Quezon) November 22 (Quezon)  
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 20, 2023 Manila-Quezon (6) Units of Van; 4-8 seats  
November 22, 2023 Quezon-Manila (6) Units of Van; 4-8 seats

C. Meal Requirement:

November 20-22, 2023: Breakfast, am & pm snacks, Lunch & Dinner – 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: Total budget: Php 611,420.00

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  
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Prepared by: Approved by:

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Product, Planning & Development Division Director  
Office of Product and Market Development

**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** 16/10/2023

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