



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10229759
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator for Orientation on Results-Based Monitoring and Evaluation (RBME) and Return of Investment (ROI), Return on Objectives (ROO), and Strategic Performance Management System (

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-10-666	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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	17/10/2023
Approved Budget for the Contract:	PHP 555,750.00	Last Updated / Time	17/10/2023 00:00 AM
Delivery Period:	3 Day/s	Closing Date / Time	20/10/2023 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

TECHNICAL SPECIFICATIONS
 BIDDER DOT Accredited Tour Operator
 PROJECT TITLE • Orientation on Results-Based Monitoring and Evaluation (RBME), Return on Investment (ROI) and Return on Objectives (ROO) and Strategic Performance Management System (SPMS) Cluster Consultation and Focus Group Discussion (FGD)
 INCLUSIVE DATES • 15-17 November 2023 (Makati)
 PROJECT OBJECTIVES
 The orientation on RBME, ROI and ROO aims to achieve the following objectives:
 1. To acquaint the Delivery Units with the NEDA and DBM Guidelines on National Evaluation Policy Framework (NEPF)
 2. To orient the Delivery Units on the benefits and advantages of having a Result-Based Monitoring and Evaluation (RBME) within the Department
 DATE VAN UTE/ NO. OF UNITS REMARKS
 November 15, 2023 P 9,200.00 3 vans x 1 day
 *Nov. 15- arrival/workshop
 P 27,600.00 Land Transfer (Arrival) / Workshop
 Pick up from Airport
 Drop off at AccommodationNenuc
 Seating capacity of 8 pax
 Rental Period of 10 hours
 November 16, 2023 P 9,200.00 x 3 vans x 1 day *Nov 16 - arrival/wotkshop

P 27,600.00 Land Transfer (Arrival) / Workshop

Pick up from Airport

Drop off at Accommodation/Venue

Seating capacity of 8 pax

Rental Period of 10 hours

3. To capacitate the project officers with the tools and information to calculate the Return on Investment (ROI) / Return of Objectives (ROO) of Delivery Units' program and projects

Moreover the Strategic Performance Management System Cluster Consultation and FGD objective 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 DBMS 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 SPMS Consultation and FGD 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.

MINIMUM REQUIREMENTS

A. Must be a tour operator / ground handler I 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

1 VAN HIRE/RENTAL Php 101200.00

November 17, 2023 P 9,200.00 x 2 vans x 1 day

*Nov 17- depanure/workshop

P 18,400.00 Land Transfer (Departure) / Workshop

Pick up from Accommodation/Venue

Drop off at Airport

Seating capacity of 8 pax

Rental Period of 10 hours

November 18, 2023 P 9,200.00 x 3 vans x 1 day *Nov. 18- departure

P 27,600.00 Land Transfer (Departure)

Pick up from Accommodation/Venue

Drop off at Airport

Seating capacity of 8 pax

Rental Period of 10 hours

Rental will be from 15-18 November 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 123,200.00

DATE ROOM RATE PAXI NIGHT REMARKS

November 15, 2023 P 1,100.00 x 28 paxxl night

P 30,800.00 Check-in: 15 November 2023 Check-out: 16 November 2023 Twin-Sharin

November 16-17, 2023 P 1,100.00 x42 paxx2 nights

P 92,400.00 Check-in: 16 November 2023

Check-out: 18 November 2023

Twin-Sharin

Check-in: 15 or 16 November 2023

Check-out: 17 or 18 November 2023

Accommodation must be DOT-accredited and must be located within Makati

3. VENUE REQUIREMENTS/ FUNCTION ROOM Php 145,230.00

DATE ROOM RATE 1 PAXI NIGHT REMARKS

November 15-17, 2023 P48,410.00 o days

P 145,230.00 Use of venue on 15-17 November 2023 Must be able to accommodate more than 100 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 a er

4. MEAL REQUIREMENTS Php 186,120.00

DATE FOOD UTE DAY REMARKS

November 15, 2023 P 220.00 axxl da Meals AM Snacks

P 220.00 axxl da -P 17,600.00 Meals Lunch

P 220.00 x80 axxl da -P 17,600.00 Meals PM Snacks

November 16-17, 2023 P 220.00 x 101 axx2da 44,440.00 Meals AM Snacks

P220.00 x 101 s = P 44,440.00 Meals Lunch

P 101 axx2da Meals PM Snacks

Vii. BUDGET

The total budget for the project is FIVE HUNDRED FIFTY-FIVE THOUSAND SEVEN HUNDRED FIFTY PESOS (Php 555,750.00) 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.

CONTACT INFORMATION Prepared by:

Mr. Jim Ra Planning Officer II Contact Details:

0945-125-3789 irbaqsic@tourism.gov.ph

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. Latest Income / Business Tax Return(For ABC above Php 500,000.00)

5. 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 20 October 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 16/10/2023

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