



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10278921

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Services of Tour Operator for the Conduct of BAC Assessment and Strategic Planning Workshop i Zamboanga on November 13-15, 2023

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-11-694	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 134,550.00	Document Request List	0
Delivery Period: 3 Day/s		
Client Agency:	Date Published	04/11/2023
Contact Person: 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	Last Updated / Time	03/11/2023 15:55 PM
	Closing Date / Time	07/11/2023 10:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDS AND AWARDS COMMITTEE (BAC) ASSESSMENT AND STRATEGIC PLANNING WORKSHOP
(Target Implementation Date: November 13 to 15, 2023)

I. PROJECT

Tour Operator (Airfare, Accommodation, Meals, Transportation) for the Bids and Awards Committee (BAC) Assessment and Strategic Planning Workshop

II. PROJECT DESCRIPTION AND OBJECTIVES

The Bids and Awards Committee will conduct an assessment and planning workshop to identify challenges and areas for improvement as well as to ensure the Department's compliance to government requirements. The Strategic Planning Workshop is aim to develop mechanism, setting and determining actions to achieve goals exercise, promote unity and collaboration, among participants that help to produce desire output and achieve set agency targets, goals and objectives.

III. MINIMUM REQUIREMENT

The service provider shall meet the following minimum requirements:

- Must be PHILGEPS registered
- Must be a DOT Accredited Travel and Tour Agency or Tour Operator

c. Must be willing to provide services on a send bill arrangement

IV. SCOPE OF WORK

1. Transportation Requirements:

a) Vehicle Rental (inclusive of driver, gasoline, applicable parking fees)
(One Van for One day)

- Tourist Transport Operator and the unit to be used during the duration of engagement must be DOT-accredited.
- Air-conditioned vehicle
- Provide Travel and hygiene kit (must include 1 eco pouch/tote bag, face masks, spray bottle of 70% solution ethyl alcohol (at least 250 ml., handy pack tissue and biodegradable wipes for all participants

b) Airport Transfer Requirements
(2 vans: 1 van for Passengers 1 van for Luggages)

Inclusion Date: November 13 and 15, 2023

No. of Pax: 5 BAC Members

6 BAC Secretariat

Itinerary: Airport to Hotel, vice-versa

2. Accommodation Requirement

a) Preferred accommodation establishment must be:

- DOT-accredited accommodation
- Located within Zamboanga
- Must have conference room that can cater to the event requirement
- Stable Wi-Fi connection

b) For BAC Members

Five (5) Single Occupancy Rooms inclusive of breakfast

i) Check-in: November 13, 2023

ii) Check-out: November 15, 2023

c) For BAC Secretariat

Three (3) Twin-Sharing Room inclusive of breakfast

i) Check-in: November 13, 2023

ii) Check-out: November 15, 2023

3. Meals Requirement

For BAC Members and Secretariat (11 pax)

Date Meals

November 13 Lunch and Dinner

November 14 Lunch and Dinner

November 15 Lunch

4. Conference/Event Requirement

a) Conference Room that can comfortably accommodate 11 pax

b) Date of the function:

November 13 & 14, 2023 (08:00 am to 05:00 pm)

c) Free flowing coffee and tea

d) Water Dispenser

e) Must have the following basic function requirements:

- Basic sound system with functional wireless microphones for speakers and at least 1 additional microphones
- Projector screen and LCD projector appropriate to the size and set up in the venue
- Pencils/pens and pads set up in the tables of participants
- Strong internet connection - capable of providing reasonable connection to participants

5. Training supplies and Materials

- Tote Bag, Notebook, Ballpen/Signpen, etc.

V. BUDGET OF THE PROJECT

The approved budget for contract is One Hundred Thirty-Four Thousand Five Hundred Fifty Pesos (PhP134,550.00) inclusive of applicable taxes, chargeable breakdown as follows:

PhP90,005.60 LAS CA for CY 2022 and

PhP44,544.40 Usec. for Administration and Finance CA for CY 2022.

NOTE: The hotel accommodation, meals and transportation expenses should be subject to the provisions under EO 77 and D.O No. 2021-001.

The winning bid 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.

VI. TERMS OF PAYMENT

Government Procedure (Send-bill Arrangement)

VII. PROJECT OFFICER / CONTACT PERSON:

MARIA ALMA O. ALMAZAN
Administrative Officer V
Procurement Management Division
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mpsingzon@tourism.gov.ph

Approved by:

GODOFREDO R. MALDONADO, JR.
Chief, Procurement Management Division

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 03/11/2023

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