



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10279713
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Tour Operator for the Office of Special Concerns' (OSC) Strategic Planning for FY 2024

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-10-698	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	04/11/2023
Approved Budget for the Contract:	PHP 357,219.20	Last Updated / Time	04/11/2023 00:00 AM
Delivery Period:		Closing Date / Time	07/11/2023 11:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

Procurement of services of a tour operator for the Office of Special Concerns' (OSC) Strategic Planning for FY 2024

I. Project

Department of Tourism (DOT) – Office of Special Concerns' (OSC) Strategic Planning for FY 2024 on 13 to 17 November 2023 in Manolo Fortich, Bukidnon

II. Purpose / Objective

The OSC Strategic Planning activity aims to boost the office's productivity by identifying measures for improvement of performance, budget utilization, and strategy execution for FY 2024.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for airfare, land transfers, accommodation, meal requirements, and training venue during the OSC Strategic Planning for FY 2024.

III. Minimum Requirements

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.

IV. Scope of Deliverables

A. Roundtrip Airfare tickets (Manila-Cagayan De Oro-Manila) for twelve (12) adult persons

MNL-CDO 13 November 2023 Morning Flight 9 pax
MNL-CDO 14 November 2023 Morning Flight 3 pax
CDO-MNL 17 November 2023 Morning Flight 12 pax

B. Accommodation

- 5 days/4 nights' accommodation for nine (9) pax
 - Single Room for one (1) pax
 - Double Sharing Room for eight (8) pax
- Check In 13 November 2023
Check Out 17 November 2023

- 4 days/3 nights' accommodation for three (3) pax
 - Single Room for one (1) pax
 - Double Sharing Room for two (2) pax
- Check In 14 November 2023
Check Out 17 November 2023

- Accommodation must have a strong internet / WiFi access
- Open to reduction of number of rooms in case the target number of participants is not met

C. Venue / Hotel Function Room on 13 to 15 November 2023

1. Eight-hour use of venue / hotel function room on 13 to 15 November 2023
2. Well-ventilated and well-lighted private function room with stable WiFi connection
3. Classroom set-up or boardroom set-up with a separate table for the secretariat
4. With at least (2) units of wireless microphone and speakers
5. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard

F. Meal requirements for twelve (12) persons

- Meals for nine (9) pax
- Breakfast 13-17 November 2023
AM Snacks 13-17 November 2023
Lunch 13-17 November 2023
PM Snacks 13-16 November 2023
Dinner 13-16 November 2023

- Meals for three (3) pax
- Breakfast 14-17 November 2023
AM Snacks 14-17 November 2023
Lunch 14-17 November 2023
PM Snacks 14-16 November 2023
Dinner 14-16 November 2023

- Free flowing coffee and tea during planning activities
- Bottled water per person per meal

G. Transportation rental of two (2) air-conditioned van inclusive of:

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s
2. Driver and coordinator's fees, meals, accommodation
3. Fuel expenses, toll fees, parking fees, environmental fees

Date Particulars

13 November 2023 - CDO (Airport to Accommodation)
For twelve (12) persons with luggage bags
16 November 2023 - Manolo Fortich / Impasugong / Lantapan (Technical Tour and Community Engagement Activity)
For twelve (12) persons
17 November 2023 - CDO (Accommodation to Airport)
For twelve (12) persons with luggage bags

Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2023-11-698

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 nplucman@tourism.gov.ph on or before 06 November 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 03/11/2023

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