



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10280075
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a DOT-Accredited Tour Operator for the conduct of Year-end Assessment of DOT Plans and Programs and Management Review

Area of Delivery

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | RFQ NP-SVP 2023-10-696 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods | Document Request List | 0 |
| Category: | Travel, Food, Lodging and Entertainment Services | Date Published | 05/11/2023 |
| Approved Budget for the Contract: | PHP 830,924.25 | Last Updated / Time | 05/11/2023 00:00 AM |
| Delivery Period: | | Closing Date / Time | 08/11/2023 10:00 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

PROJECT DATE: 21-23 November 2023

SCOPE OF WORK

a. Catering Package

- AM/PM Snack, Lunch for 150 pax (90 plated, 60 buffet)
- Dinner for 20 pax

Inclusions:

- Must provide waiter service/food servers for the VIP (type of service for VIP's will be determined by the DOT)
- Must be able to provide uniformed and well-trained banquet service personnel per food station until the end of each session (each day will end at around 1800H)
- Menu must be approved by the project officer
- Menu of Buffet Lunch/ Dinner should include soup, beef or pork, fish or chicken, vegetable, dessert, rice salad with one round of drink. Must be a Filipino meal.
- In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices. In addition, the project office may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.
- Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies.
- Food station on 2nd floor training room, and 6th floor multipurpose hall. Number of pax per food station to be determined by the Project Officer.
- Table and table set-up with complete utensils for AM/PM Snacks and Lunch

b. Accommodation

- Hotel within one (1) km radius of DOT Makati Central Office
- Twenty-Four (24) twin-sharing rooms with complimentary breakfast

Check-in: 20 November 2023

Check-out: 24 November 2023

- with WIFI access
- billing for rooms shall be based on the number of actual occupants

c. Land Transport Service
3 days - 21-23 November 2023
Route: Hotel-DOT-Hotel
Remarks: 5 vans

Requirements:

- toll fees, and parking fees; accommodation and meals for drivers
- professional, experienced, well-trained and courteous drivers
- vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- itinerary may be subject to change provided that the end-user must give notice

The ABC is inclusive of all taxes and other applicable fees. 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. Further, the winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the FY 2023 GAA of the Planning Service subject to existing accounting and auditing rules.

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. 2023-11-696

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 08 November 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 04/11/2023

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