



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10317616
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of DOT-accredited Tour Operator for the Conduct of Legal Affairs Service's (LAS) Year-End Review of Plans and Programs and Target Setting for FY 2024 on Dece. 05-07, 2023 in Bo

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-11-719	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 523,000.00	Document Request List	0
Delivery Period: 3 Day/s		
Client Agency:	Date Published	15/11/2023
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	14/11/2023 14:27 PM
	Closing Date / Time	20/11/2023 09:00 AM

Description

TECHNICAL SPECIFICATIONS

I. Project

Department of Tourism (DOT) – Legal Affairs Service's (LAS) Year-End Review of Plans and Programs, and Target-Setting for FY 2024 on 05-07 December 2023 in Boracay Island, Malay, Aklan ("LAS Year-End Assessment").

II. Purpose / Objective

The LAS Year-End Assessment aims to boost the LAS office's productivity by identifying measures for improvement of business processes, budget utilization, and attainment of Quality Management System (QMS) quality objectives. The activity is envisioned to help the office improve its processes, procedures, and outputs and encourage strong team collaboration.

During the LAS Year-End Assessment, LAS will:

- Review its business processes and assess areas for improvement;
- Finalize the LAS Plans and Programs for FY 2024;
- Evaluate procedures relative to Quality Management System quality procedure and aligned documents.
- Set Office Performance Commitments/Targets for the 1st Semester of FY 2024 in relation to the Strategic Performance Management System (SPMS).

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land, water, and air transfers, accommodation, meal requirements, training venue, and technical assistance during the LAS Year-End Assessment.

III. Minimum Requirements

- DOT-accredited service provider.

2. Willing to provide services on a send bill arrangement.
3. Must be a PhilGEPS registered.

IV. Scope of Deliverables

A. Roundtrip domestic airline tickets

Flight Details Requirements

05 December 2023 for 18 pax

Route: MNL-MPH

Preferred time:

ETD – around 7:00 AM but not later than 9:45 AM

1. Tickets must be re-bookable
2. With 20kg check-in baggage allowance
3. Only booked tickets will be billed.
4. Proposed flights should be approved by the end-user prior to booking.
5. List of passengers to follow

07 December 2023 for 18 pax

Route: MPH-MNL

Preferred time:

ETD – around 3:00 PM to 4:00 PM

B. Transportation:

1. Airconditioned coaster or van for 18 persons with luggage bags;
2. Driver and coordinator's fees, meals; and
3. Fuel expenses, toll fees, parking fees, environmental fees, terminal fees.

Date Particulars

05 December 2023 Tuesday Airport to Hotel transfer

Van Rent for:

1. Caticlan Airport to Caticlan Jetty Port; and
2. Boracay Port to Hotel;

*Pick-up time based on the arrival time of the passengers

Ferry boat for:

1. Caticlan Jetty Port to Boracay Port

*Inclusive of Environmental Fee and Terminal Fee

- Separate transportation services must be provided for the Undersecretary of Legal and Special Concerns depending on her preferred time of arrival.

06 December 2023

Wednesday Boat rental for 17 pax

One (1) standby van for the Undersecretary of Legal and Special Concerns

07 December 2023

Thursday Hotel to Airport transfer

Van Rent for:

1. Hotel to Boracay Port; and
2. Caticlan Jetty Port to Caticlan Airport

*Hotel pick-up time based on the departure time of the passengers

Ferry boat for:

1. Caticlan Jetty Port to Boracay Port

*Inclusive of Environmental Fee and Terminal Fee, if needed

- Separate transportation services must be provided for the Undersecretary of Legal and Special Concerns depending on her preferred time of arrival.

C. DOT-accredited accommodation in Boracay Island for 3 days and 2 nights

Check-in 05 December 2023 – Tuesday

Check-out 07 December 2023 – Thursday

Location Preferably beach front or at least walking distance to the beach

1. Rooms for 17 pax (twin-sharing or triple-sharing, whichever is available);
2. One (1) solo room for the Undersecretary for Legal and Special Concern;
3. With WiFi access;
4. Free use of hotel amenities; and
5. Open to reduction of number of rooms in case the target number of participants is not met.

D. Hotel function room on 05 and 06 December 2023

1. Well ventilated and well lighted private function room with stable WiFi connection;
2. Classroom set-up or boardroom set-up with a separate table for at least three (3) people (secretariat's table);
3. With at least (2) units of wireless microphone and speakers;
4. With a projector compatible with VGA or HDMI cable, white screen;
5. Provision of AM and PM snacks for 18 pax;
6. Free flowing coffee, tea, and water.

E. Meal Requirements

Date Particulars

05 to 06 December 2023 Full board meals for 18 pax

(Breakfast, Lunch, Dinner)

07 December 2023 Breakfast and Lunch for 18 pax

* The winning service provider shall submit the proposed menu to the project officer upon receipt of the contract.

V. Total Budget

Five Hundred Twenty-Three Thousand Pesos (PhP523,000.00), inclusive of applicable taxes and other charges.

Prepared by:

JANEN E. PUNIT
Administrative Assistant III

Approved by:

ATTY. JENNIFER A. OLBA
OIC-Director, Legal Affairs Service

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 14/11/2023

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