



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10378098

Procuring Entity DEPARTMENT OF TOURISM

Title 2nd POSTING Procurement of Services of DOT-accredited Tour Operator for the Conduct of QMS Training and Capacity Bldg. on December 18-21, 2023 in Marinduque Island

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-11-060 2nd Posting	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 - General Support Services	Document Request List	1
Category: Travel, Food, Lodging and Entertainment Services	Date Published	01/12/2023
Approved Budget for the Contract: PHP 461,113.32	Last Updated / Time	01/12/2023 00:00 AM
Delivery Period: 4 Day/s	Closing Date / Time	05/12/2023 09:00 AM
Client Agency:		
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		

Description

TECHNICAL SPECIFICATIONS

Quality Management System Training and Capacity Building
December 18-21, 2023, Marinduque Island

I. BIDDER : Service Provider (DOT-Accredited Tour Operator)

II. PROJECT DATE : December 18-21, 2023 | Marinduque Island

III. MINIMUM REQUIREMENTS

- a. Must be accredited by the DOT
- b. Must be willing to provide services on send-bill arrangement

IV. SCOPE AND WORK DELIVERABLES

- a. Accommodation for all participants in Marinduque on December 18-21, 2023.
- b. Function Room for December 19 & 20, 2023.
- c. Transportation (Van Rental and Boat Fare).
- d. Meals.

ACCOMMODATION REQUIREMENTS IN MARINDUQUE

- Eleven (11) twin-sharing rooms and Three (3) Single rooms
- *with breakfast (number of rooms subject to change depending on the number of confirmed participants)
- Check-in: December 18, 2023

- Check-out: December 21, 2023
- Accommodation must be DOT-accredited and must be located within Province of Marinduque
- Inclusions: Strong Wi-Fi connection

VENUE REQUIREMENTS / FUNCTION ROOM

- Must be able to accommodate at least 23 pax (classroom setup)
- From 0800H – 1800H
- Free flowing coffee/ tea and water station
- Projector and large projector screen/s
- Public Address System (Speakers and 2 microphones)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants

TRANSPORTATION REQUIREMENTS

- Van Rental (3 vans)
- Manila-Dalahican Port-Marinduque v.v – Dec 18 & 21, 2023
- Dec 19-20; Workshop proper/ Secretariat service)
- Inclusive of the meals and accommodation of the Driver/s
- Inclusive of fuel, parking, and any applicable fees
- Participants: 23 pax
- Boat Fare for 23 pax

MEALS

- Good for Participants: 23 pax
- Packed Meals for Breakfast on December 18 and December 21 during the travel time to Manila-Marinduque v.v
- Restaurant must within Marinduque during the stay of the participants.

BUDGET

- Total project cost is Four Hundred Sixty-One Thousand One Hundred Thirteen and Thirty-Two Centavos (₱461,113.32) Chargeable to Planning Service RWFP 2023 under Quality Management System Training and Capacity Building.
- 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.
- Terms of payment to the winning bidder shall be in accordance with the government procedure.

Prepared by:

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Noted by:

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Planning Officer V, Monitoring Division

Approved by:

MILAGROS Y. SAY
Director, Planning 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 30/11/2023

