



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10403046
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of DOT-accredited Tour Operator for the Conduct of FBSE Celebration of Love: Mabuhay at Salamat Po! on December 12-13, 2023

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-12-768	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 997,312.38	Document Request List	0
Delivery Period: 2 Day/s		
Client Agency:	Date Published	07/12/2023
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	06/12/2023 17:22 PM
	Closing Date / Time	11/12/2023 09:00 AM

Description

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE
(Travel and Tour Operator)

I. Project Title: FBSE CELEBRATION OF LOVE: MABUHAY AT SALAMAT PO!

II. Background and Project Description

The Filipino Brand of Service Excellence (FBSE) Program, conceptualized in 2013, stands as a pivotal initiative within the Department of Tourism's (DOT) strategy to elevate and propagate the exceptional Filipino hospitality. Aimed at refining the quality of tourism services and showcasing the renowned warmth of Filipino hospitality, the FBSE Program has undergone substantial evolution and expansion since its inception.

Over the years, it has trained a substantial number of stakeholders, enriching their skills and knowledge to contribute positively to the tourism industry. With a comprehensive approach encompassing training, empowerment, and recognition, the FBSE Program has evolved into a vital component of the tourism landscape.

The FBSE program has directly influenced the skills and competencies of tourism frontliners and stakeholders across the nation. Geared towards its goal of training 100,000 tourism frontliners and stakeholders under the 2023 FBSE 100k Program, the DOT's Office of Industry Manpower Development (OIMD) with the support of the DOT Regional Offices has embarked on massive trainings to reinforce the program's impact.

With this endeavor, the DOT-OIMD has trained a total of 121,296 as of 30 November 2023. To celebrate this milestone and recognize the laudable service of our FBSE Trainers and the support of our Partner institutions and establishments, an appreciation and recognition activity will be held. Further, the activity will likewise launch the FBSE Module Version IV among the pool of Trainers.

1. Target Participants : 75 onsite for meeting/workshop of FBSE Trainers
150 onsite and 35 online participants for the appreciation/recognition event comprising of FBSE Master, Core, Regional Trainers, Partner Institutions and Establishments and DOT Officials

2. Date/Period Covered : December 12 and 13, 2023

3. Objectives

- To give recognition to OIMD's pool of FBSE Master, Core, Regional Trainers and Partner Institutions and Establishments;
- To give an opportunity for networking and sharing on training concerns and best practices
- To launch the FBSE Module Version IV

4. Requirement

The OIMD is in need of a DOT accredited travel and tour company to provide transportation services, an accredited and star-rated accommodation establishment to hold meeting and awarding activities, provide accommodation and meals for the conduct of the FBSE Celebration of Love: Mabuhay at Salamat Po! Meeting and awarding ceremony.

5. Scope, Coverage and Deliverables

A. VAN HIRE OF FIVE (5) UNITS

(Inclusive of driver, drivers' meals, fuel, toll fees and parking fees)

Date Time Purpose

December 12, 2023 Whole Day Airport/Land transfers to hotel of FBSE Trainers

December 13, 2023 Whole Day Hotel/Land transfers to airport of FBSE Trainers

*Service vehicles should be DOT accredited

B. VENUE AND MEAL REQUIREMENTS

Date/Time Venue/Function Room Meal Requirement

December 12, 2023 • 35 Twin-sharing rooms with breakfast

o Check-in: 12 December 2023

o Check-out: 13 December 2023 • Breakfast

December 12, 2023

3:00PM – 8:00PM

• One ballroom type function room with high ceiling to accommodate 150 seated guests with round table set-up, stage to fit a 9ft. x 12ft. LED Wall • 5 Course Dinner Plated Meal

Coffee and Tea

December 13, 2023

8:00AM – 12:00PM • One Meeting Room that can accommodate 75 pax with Round Table set-up. Full-service with the following inclusions:

- Basic sound system
- LCD projector and screen
- Extension cords
- 2-4 wired/wireless microphones
- Pads, pencils, mints
- Registration table with chairs
- Table and chairs for secretariat • AM Snacks
- Buffet Lunch
- Free flowing coffee, tea and water stations

OTHER REQUIREMENTS FOR DECEMBER 12 DINNER EVENT:

1. Full guest table set-up with centerpiece
2. Stage at Ballroom area to accommodate set-up of 9ft. x 12ft. LED Wall
3. Podium
4. Two Flag Poles
5. Ingress and Egress time
6. Foyer area for registration counters for the afternoon/dinner event
7. Registration Tables and Chairs
8. Complimentary use of Wi-Fi (Internet connection must be stable for zoom conferencing) both at the meeting and dinner venues
9. Complimentary car coupons
10. Provision for sign stands
11. Dedicated banquet staff and IT personnel for the duration of the event
12. Holding room for guest performers

6. Project Duration

December 12 -13, 2023

VII. Approved Budget Cost

Nine Hundred Ninety-seven Thousand Three Hundred Twelve Pesos and Thirty-eight Centavos (Php997,312.38) inclusive of all applicable government taxes in accordance with government procedures.

VIII. Contact Person

ELENITA M. PAREJA
Office of Industry Manpower Development Email address – empareja.oimd@gmail.com

Prepared by: Approved by:

ELENITA M. PAREJA ARLENE A. ALIPIO
Project Officer, MPMD OIC-Director, OIMD

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 06/12/2023

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