

DEPARTMENT OF TOURISM - MIMAROPA

Procurement of Transportation Service Provider:

Rental of Two (2) Tourist Transport for the 2023 DOT MIMAROPA YEAR-END ASSESSMENT, STRATEGIC PLANNING FY 2024 and YEAR-END TRAINING ENTITLED "STRESS MANAGEMENT, CULTIVATING EMPLOYEE WELL-BEING, AND SYNERGIZING GROUP DYNAMICS" on December 18-21, 2023 in BATANGAS CITY

I. BACKGROUND/ PURPOSE

The Department of Tourism (DOT) MIMAROPA has been at the forefront of showcasing the cultural and natural wonders of the MIMAROPA region, contributing significantly to the growth of Philippine tourism. As we approach the end of the year 2023, it is important to undertake a comprehensive Year-End Assessment to reflect on our achievements, challenges, and lessons learned throughout the year.

2023 has been a dynamic year, marked by innovative initiatives, collaborative efforts, and unforeseen challenges. The Year-End Assessment provides an opportunity for the Regional Office to delve into the details of our performance, celebrating successes, understanding setbacks, and extracting valuable insights to inform our strategic directions.

Simultaneously, recognizing the internal factors between the well-being of our workforce and organizational success, we propose a holistic approach by integrating a Year-End Training program focusing on "Stress Management, Cultivating Employee Well-being, and Synergizing Group Dynamics." This initiative aims to address the evolving needs of our workforce, ensuring a motivated, resilient, and high-performing team.

II. SCOPE OF SERVICE

The service provider should be able to provide the transportations with the following specifications:

A. General Requirements:

- Service Provider should be a DOT-Accredited Travel & Tour Operator and/or Transport Services
- Inclusive Date: December 18-21, 2023
- Amenable to send-bill arrangement/government procedure: SOA shall be submitted five (5) working days after the completion of the activity
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in NCR/ CALABARZON/ MIMAROPA Region

B. Documentary Requirements

1. Mayor's/Business Permit (certified true copy)
2. Proof of PhilGEPS Registration (certified true copy)
3. Original or certified true copy of duly notarized Omnibus Sworn Statement
4. DOT Accreditation Certificate (certified true copy)
5. SEC and/ or DTI Registration (certified true copy)
6. BIR Certification and updated Annual ITR (certified true copy)

Note: Complete copy of the requirements and proposal **shall be sent through email** [dot4b.bacsecretariat@gmail.com/](mailto:dot4b.bacsecretariat@gmail.com) sheilapineda.ocasla@gmail.com on or before **December 15, 2023**.

Furthermore, the winning bidder shall provide all certified true copies of the documentary requirements and proposal and **must be submitted to MS. SHEILA O. PINEDA, BAC Secretariat Head.**

III. SCOPE OF WORK/ DELIVERABLES

A. TRANSPORTATION (VAN HIRE)

- Two (2) units of Air-conditioned Tourist Transport (Vehicle capacity of 15-22 Regular seats + including Luggage's area). Provision of Alcohol, tissue or sanitary kits, and Basic First Aid Kit
- Must conform to the following:
 - ✓ Transport Vehicle Rental inclusive of Fuel, Toll Fees, parking fees, meals/ accommodation/ service of the driver and insurance of the passengers
 - ✓ December 18, 2023- Departure from the Department of Tourism- Central Office, Makati City to the venue in Lipa, Batangas
 - ✓ December 21, 2023- Departure from the venue to Department of Tourism- Central Office, Makati City

Note: Other Information will be coordinated and finalized to the winning bidder

B. CONTINGENCY FUND

- Coverage of potential matters that are not specifically accounted for in a cost budget and/ or
- Small items not covered in the planning

IV. BUDGET:

The Approved Budget for the Contract is **Sixty- Six Thousand Four Hundred Pesos (PHP 66, 400.00)**, inclusive of all government taxes and charges.

The winning bid, however, 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.

V. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery and acceptance of services provided.

VI. PROJECT OFFICER/CONTACT PERSON

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