



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10413242
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF GROUND HANDLING SERVICES FOR THE CONDUCT OF DOT-DMW MOU SIGNING on December 20, 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-12-771	Status	Active
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 453,522.00	Document Request List	0
Delivery Period:	1 Day/s		
Client Agency:		Date Published	12/12/2023
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	12/12/2023 00:00 AM
		Closing Date / Time	15/12/2023 09:00 AM

Description

TECHNICAL SPECIFICATIONS
(Ground Handler)

PROJECT TITLE: PROCUREMENT OF GROUND HANDLING SERVICE FOR THE CONDUCT OF DOT - DMW MOU SIGNING

DATE / VENUE OF IMPLEMENTATION:

Date December 20, 2023
Place / venue Makati City/ Pasay City/ Manila
Ingress 6:00 AM to 2:00 PM
Event proper 2:00 to 4:30 PM
Egress 4:30 PM onwards

I. BACKGROUND:

Recognizing tourism as an inclusive and multidimensional industry, the Department of Tourism continuously develops initiatives to open more windows of opportunities to various stakeholders, including OFWs and their families. Through industry manpower training, the DOT can help provide returning OFWs and their families with alternative source of income and share with them the benefits of tourism by becoming part of the value chain. Further, the DOT sees the potential of OFWs to share their skills and experience gained abroad to improve the quality of service in the local industry through the Teach-It-Forward program.

With the Department of Migrant Workers (DMW), the DOT would like to strengthen its advocacy to expand the

tourism opportunities to our OFWs and their families by forging a Memorandum of Understanding (MOU) to implement the Balik-Bayani sa Turismo Program using both virtual and physical platforms.

- A. Target Participants: DOT and DMW Officials and representatives, OFW Organizations Officers and Representatives, Tourism Association Representatives, Tourism Trainers, Media
- B. Target number of participants: Maximum of 100 participants

C. Event Type: In-person / Face-to-Face

D. Target Date of Implementation: December 20, 2023

II. OBJECTIVES:

Partner with the Department Migrant Workers to:

- Provide the Returning OFWs with alternative source of livelihood if they choose to stay in the Philippines to work or venture in tourism-related activities or business;
- Equip the Returning OFWs with proper information, and skills that will be useful in fulfilling their career in tourism in the country; and
- Enhance their skills learned from overseas and transfer it to the local workers as applicable.

III. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must have rendered services preferably with DOT or other government agencies
- Start-up companies/ organizations are welcome but have been in the business for at least two (2) years
- Preferably located in NCR
- Must be willing to provide services on a send bill arrangement

IV. SCOPE OF WORK

A. Provide Transport Services

Van Hire – 2 units

Inclusive Date Route Capacity Remarks

December 20, 2023 • Within Makati and Metro Manila At least 12 pax To transport secretariat, guests, media and supplies and materials needed for the event

B. Venue Rental for the MOU Signing

Inclusive Date Particular Capacity Remarks

December 20, 2023 • Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)

• Must include the following services and amenities at the function room:

- Holding Room
- At least 1 Wireless Microphone and 3 wired microphones
- 10 Floral Centerpiece
- Reserved Parking slots for VIPS
- Led wall (9ft x 12ft)
- Stage and Podium
- Complimentary conference Wi-fi access
- Basic lights and Sound System
- Janitorial and Engineering Services
- Sign Stands 100 pax • Round table set-up
- With long table and 6 chairs for the MOU Signing

C. Meals

December 4, 2023

Lunch 35 pax Meals for the secretariat, media and OFW /TOs representatives

Heavy Snacks 100 pax Meals for all attendees

D. Other Requirements

Particulars Type of Item Quantity Remarks

Conference Kit Tote bag 70 pcs

Clip board for the Signing 6 pcs

V. APPROVED BUDGET FOR THE CONTRACT

Four Hundred Fifty Three Thousand Five Hundred Twenty Two Pesos
(Php 453,522.00)

*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.

Terms of payment : Government Procedure (Send-Bill Arrangement)

Contact Persons : Janice Esmame-Maldonado

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Approved by:

ARLENE A. ALIPIO

OIC- Director

Office of Industry Manpower Development

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 11/12/2023

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