



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10446618
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Tour Operator for Tourism Champions Challenge (TCC) Final Presentation of Top 15 LGUs

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-12-798	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 958,170.45	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	23/12/2023
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph	Last Updated / Time	23/12/2023 00:00 AM
		Closing Date / Time	27/12/2023 13:00 PM

Description

ACTIVITY REQUIREMENTS

1. Hotel Accommodation (4D/3N)

Provision of 48 twin-sharing rooms and 9 solo/single rooms accommodation;
 • Preferably, accommodation for all participants and the meeting venue for January 18, 2024 (TCC Final Presentation) activity to be in the same hotel; and Free airport to hotel transfers and vice versa for all guests and participants.
 List of participants and accommodation details:

5 twin-sharing rooms; check-in 16 Jan. 2024; check-out 20 Jan. 2024
 43 twin-sharing rooms; check-in 17 Jan. 2024; check-out 20 Jan. 2024
 5 single/solo rooms; check-in 17 Jan. 2024; check-out 20 Jan. 2024
 5 single/solo rooms; check-in 19 Jan. 2024; check-out 20 Jan. 2024

2. Meals

Provision of meals for maximum of 118 participants and guests:
 16 January - Lunch, PM Snacks, and Dinner for 9 pax
 17 January - Breakfast for 50 pax; AM Snacks for 80 pax; Lunch, PM Snacks and Dinner for 101 pax
 18 January - Breakfast for 101 pax
 19 January - Breakfast for 105 pax; plated/packed AM Snacks for 118 pax; plated/packed lunch for 118 pax
 20 January - breakfast for 105 pax; plated/packed AM Snacks for 105 pax; plated/packed lunch for 50 pax; and plated/packed PM Snacks for 50 pax

3. Hotel Venue & Equipment Rental (one meeting room & one holding area)

January 18, 2024 (Thursday, 8:00am-8:00pm)
 - One meeting room to accommodate 118 pax, good for 12hours, and one meeting room (as holding area for 118 pax where snacks, lunch, and dinner will be served
 - With high-definition LCD projector with connector and large LCD screen
 - Equipped with excellent air-conditioning;
 -Standby personnel for IT-related concerns;

- Flowing coffee, tea, water station, nuts, and candies;
- Pencil and note pad;
- Provision of the following services:
- WiFi (strong and reliable) connection;
- Minimum of 6 microphones with reliable sound system;
- Extension wires for use of organizers and judges;
- Electrical use for laptops, cellphones, and other gadgets.

18 January - AM Snacks, Lunch, PM Snacks and Dinner for 118 pax
 18 January - 1 large meeting room to accommodate 118 pax and 1 holding area room to accommodate 118 pax;

4. Transportation Vans during Awarding Ceremony and Field Tour
- 16 transportation vans during field tour (for LGUs & DOT) and awarding ceremony
 - Inclusive of professional driver, driver's fee, toll fees, and other applicable fees
 - Maximum of 12 hours use of vans (08:00AM-08:00PM)
 - Excellent air-conditioning
 - Inclusive of 4 van coordinators on January 19, 2024 who will assist the LGUs on field tour (morning), and also assists all DOT officials, guests, and LGUs during the awarding ceremony (afternoon/night).

Remarks

19 January - Transportation vehicles during field tour and awarding ceremony (with 4 van coordinators)
 AM: 10 vans for LGUs and DOT ROs Tour and 6 vans for service vehicle by DOT
 PM: Hotel-Awarding Venue-Hotel (all 16 vans)

 please see attached Terms of Reference for the complete details

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
 Department of Tourism
 Makati City

with details such as:

- Name of the Bidder/Company:
- Address of the Bidder/Company:
- Title of the Project:
- RFQ No. 2023-12-798

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph and nlallanigue@tourism.gov.ph on or before 27 December 2023 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman
Date Created 22/12/2023

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