



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10606281  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Technical Working Group - Strategic Performance Management System (SPMS) Writeshop

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ-NP SVP 2024-02-0042	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 74,327.40	<b>Document Request List</b>	0
<b>Delivery Period:</b>	3 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	29/02/2024
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	28/02/2024 13:05 PM
		<b>Closing Date / Time</b>	04/03/2024 15:00 PM

#### Description

I. BIDDER : DOT Accredited Tour Operator

II. PROJECT TITLE : Technical Working Group - Strategic Performance Management System (SPMS) Writeshop

III. INCLUSIVE DATES : 11-13 March 2024 (Tanay, Rizal)

IV. PROJECT BACKGROUND and OBJECTIVES

The Strategic Performance Management System (SPMS) is a mechanism that links employee performance with organizational outcomes. The CSC's Memorandum Circular No. 06 and Resolution No. 1200481 created the guidelines for implementing SPMS in government organizations. In 2023, following the national government's thrust for transformation and continuous improvement, as detailed in the Philippine Development Plan (2023-2028), the DOT is likewise pursuing an internal transformation in improving its workforce competencies, including the updating of its SPMS.

A Technical Working Group (TWG) is tasked to conduct several sectoral consultation meetings to develop clearly defined success indicators for each office vis-à-vis its respective PAPs. The PMT-Secretariat is also composed of representatives from the Human Resource Division and Monitoring Division, which shall serve as Secretariat to the

Performance Management Team (PMT) and the TWG. As such, the group shall submit a report/s and recommendation to the PMT concerning its undertaken activities.

The writeshop aims to draft the reformulated DOT SPMS Policy Guidelines and Implementation Manual which includes the following:

- a. Enhanced DOT Performance Evaluation System based on SPMS Guidelines
- b. Cascading of the DOT Mandate/ Strategic Priorities to Office and Individual Commitments
- c. DOT Offices performance indicators and rating guides for OPCR, DPCR, and IPCR.

#### V. MINIMUM REQUIREMENTS

- A. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT).
- B. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- C. Must be willing to provide services on a send bill arrangement or government procedures.

#### VI. SCOPE OF WORK AND DELIVERABLES

##### 1. VAN HIRE/RENTAL Php 25,320.00

###### DATE VAN RATE / NO. OF UNITS REMARKS

March 11, 2024

(arrival)

₱ 12,660.00 x 1 van  
x 1 day

₱ 12,660.00 Land Transfer (Arrival) / Workshop

- Pick up from DOT
- Drop off at Accommodation/Venue
- Seating capacity of 10 pax
- Rental Period of 10 hours

March 13, 2024 (departure)

₱ 12,660.00 x 1 van  
x 1 day

₱ 12,660.00 Land Transfer (Departure) / Workshop

- Pick up from Accommodation/Venue
- Drop off at DOT
- Seating capacity of 10 pax
- Rental Period of 10 hours

- Rental will be from 11 and 13 March 2024
- Inclusive of the professional fees and meals of the Drivers

- Driver(s) must be in uniform or decent attire
- Inclusive of fuel and other expenses such as toll and parking fees and applicable environmental fees

##### 2. ACCOMMODATION REQUIREMENTS Php 22,000.00

###### DATE ROOM RATE / PAX / NIGHT REMARKS

March 11-13, 2024

₱ 1,100.00 x 10 pax x 2 nights

₱ 22,000.00 • Check-in: 11 March 2024

• Check-out: 13 March 2024

• Twin-Sharing

- Accommodation must be DOT-accredited and must be located within Tanay, Rizal

##### 3. MEETING ROOM Php 9,407.4

###### DATE ROOM RATE / PAX / NIGHT REMARKS

March 11-12, 2024

₱ Php 4,703.70 x 2 days

₱ 9,407.40 • Use of venue on 11 - 12 March 2024

- Must be able to accommodate more than 10 pax
- Free flowing coffee/hot chocolate/tea and water station with nuts, and candies
- Complimentary use of Business Center
- Projector and large projector screen/s
- Strong Wi-Fi connection & Printers with toner and paper

##### 4. MEAL REQUIREMENTS Php 17,600.00

###### DATE FOOD RATE / PAX / DAY REMARKS

March 11-13, 2024 ₱ 220.00 x 10 pax x 3 days = ₱ 6,600.00 Meals (AM Snacks)

₱ 220.00 x 10 pax x 3 days = ₱ 6,600.00 Meals (Lunch)  
March 11-12, 2024 ₱ 220.00 x 10 pax x 2 days = ₱ 4,400.00 Meals (Dinner)

#### VII. BUDGET

The total budget for the project is SEVENTY-FOUR THOUSAND THREE HUNDRED TWENTY SEVEN and 40/100 PESOS (Php 74,327.40) inclusive of all applicable taxes and should cover all requirements enumerated above.

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.

#### VIII. CONTACT INFORMATION

Prepared by: Noted by:

JIM RAY R. BAGSIC MILAGROS Y. SAY  
Planning Officer II Director, Planning Service  
Contact Details:  
0945-125-3789  
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#### 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** 28/02/2024

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