



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10845486
Procuring Entity DEPARTMENT OF TOURISM
Title Services for the conduct of Homestay Pilipinas Train-the-Trainers Course (Facilitator's Training)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-05-0167	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	11/05/2024
Approved Budget for the Contract:	PHP 902,243.30	Last Updated / Time	11/05/2024 00:00 AM
Delivery Period:		Closing Date / Time	14/05/2024 12:00 PM
Client Agency:			
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		

Description

MINIMUM REQUIREMENTS:

- Must be a Service Provider engaged in transportation, accommodation, and events management arrangements;
- Must be a DOT-accredited service provider;
- Must be willing to provide service on a send-bill arrangement; and
- Must be flexible to make adjustments in schedules and timelines, if necessary

SCOPE OF WORK, COVERAGE AND DELIVERABLES

I. TRANSPORTATION

- A. Roundtrip airline tickets (please see attached Terms of Reference for the tabulated information/details)
- B. Van Hire (inclusive of driver, toll fees, gasoline, applicable parking fees)
May 27, 2024 - whole day - airport/land transfers from airport to hotel
June 1, 2024 - whole day - airport/land transfers from hotel to airport

- C. Roundtrip Bus Fare Subsidy (please see attached Terms of Reference for the tabulated information/details)

II. ACCOMMODATION IN A DOT-ACCREDITED HOTEL

For Resource Speakers and DOT personnel - 6 days/5 nights

Check-in: May 27, 2024

Check-out: June 1, 2024

Two single rooms for the resource speakers

Two twin-sharing rooms and one single room for DOT personnel and official

For Training Participants - 6 days/5 nights

Check-in: May 27, 2024

Check-out: June 1, 2024

Eight twin-sharing rooms for the 16 participants

-room accommodation must be inclusive of breakfast

-room accommodation should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check-in date;

-complimentary wi-fi; and

-inclusion of free access to all facilities and amenities within the hotel

III. MEALS (IN-SESSION and OFF-SESSION)

(please see attached Terms of Reference for the tabulated information/details)

IV. FUNCTION ROOMS TRAINING VENUE

May 28-31, 2024 - 8am to 6pm - 23 pax - U-shaped physical setup

V. OTHER DELIVERABLES/INCLUSIONS

-Provision of dedicated project coordinator from the tour operator

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. 2024-05-0167

In addition to the Proposal/Quotation (with breakdown), 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)
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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 on or before 14 May 2024, 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 10/05/2024

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