



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10937510
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of a DOT - Accredited Tour Operator services / Ground handling for the Love the Philippines Regional Stakeholder Roll-out for Cordillera Administrative Region

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-06-0204	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	09/06/2024
Approved Budget for the Contract:	PHP 265,277.33	Last Updated / Time	09/06/2024 00:00 AM
Delivery Period:	3 Day/s	Closing Date / Time	13/06/2024 10:00 AM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

LOVE THE PHILIPPINES REGIONAL STAKEHOLDER ROLL-OUT
FOR CORDILLERA ADMINISTRATIVE REGION
INTRODUCTION AND OBJECTIVES

In the competitive landscape of global tourism, a coherent brand identity is a powerful tool. Beyond distinguishing a destination or a tourism product, it establishes trust and builds loyalty among visitors. The "Love the Philippines" (LTP) tourism brand has anchored itself to the Filipino identity so much so that it stands more than just a brand slogan; it encapsulates the unique cultural, natural, and historical treasures that the country has to offer.

As the Department of Tourism (DOT) usher this new era in the tourism industry, it is crucial to engage and empower all stakeholders, including tourism businesses, local communities, government agencies and key individuals across different regions; and remain united on the vision of solidifying the country's position as a global tourism leader

The expected attendees include, but are not limited to:

- LGUs' Tourism Officers
- Hotel Marketing Teams
- Tourism related Associations
- Accredited Tourism Establishments and Service Providers
- TREs
- Academe
- Travel and Tour Agency Associations
- Regional Media

Regional office personnel

To this end, DOT is initiating a comprehensive regional stakeholder roll-out program aimed at:

- (1) creating a platform for direct interaction, enabling stakeholders to understand the ethos behind the I-TP brand and align their existing efforts with the overarching goals of tourism promotion.
- (2) capacitating the stakeholders with necessary knowledge and tools to effectively adopt and implement the LTP brand; and
- (3) fostering collaboration that encourages proactive advocacy for the overall brand success of LTP.

II. MINIMUM REQUIREMENT FOR THE TOUR OPERATOR Must be DOT-Accredited ii. Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS); iii. Must show the breakdown of expenses on the submitted proposal and the final Statement of Account (SOA); and iv. Must be willing to provide services on a send-bill arrangement.

Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

III. SCOPE OF WORK AND DELIVERABLES**i. Function Room**

Good for 110 pax

Date July 1, 2024

Time 8:00 AM - 5:00 PM

Provision of the following:

- Banquet/Herringbone/Fishbone physical set-up
- Strong Internet Connection Outlets/extension cord for laptops
- Podium
- Provision of pads and pencils
- White board
- Sound system
- Dedicated Technician/Technical Assistant
- Free-flowing coffee, tea, hot chocolate, and water Table and chairs for Registration

LED Wall & Hotel Corkage

At least a 6x8 feet LED Wall

iii. MEALS

Day 1 June 30, 2024 AM Snack, Lunch, PM Snack 10 pax

Day 2 July 1, 2024 AM snack, Lunch, PM Snack 110 pax

Day 3 July 2, 2024 AM snack, Lunch, PM Snack 10 pax

iv. Two-Night Accommodation

No. of Rooms 5 rooms (Twin Sharing)

No of Pax 10 pax

Date June 30 & July 1, 2024 (Check Out: July 2, 2024) Should include Breakfast.

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; and

Inclusion of free access to all facilities and amenities within the hotel/resort.

Land Transportation

Land transportation for Ten (10) pax from/to DOT Main Office to/from the hotel accommodation in Baguio City.

Must provide one (1) fully air-conditioned van with 15 seating capacity.

Service fee must cover expenses for fuel, toll and parking, insurance, permits and meals/accommodation of the driver.

Must be willing to provide services on a send-bill arrangement; and

Should provide immediate change of vehicle in case of breakdown, without additional cost.

NOTE: Further details to be discussed with the service provider.

SCHEDULE AND LOCATION

June 30 - July 2, 2024

Baguio City

v. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is Two Hundred Sixty-Five Thousand Two Hundred Seventy-Seven Pesos and Thirty-Three Centavos (Php 265,277.33) ONLY, including all applicable taxes, service fees and other related expenses, and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal with the most advantageous package cost, provided that the amount of bid does not exceed the above total budget.

TERMS OF PAYMENT

Government Procedures - a send-bill arrangement after each event.

*Note: Final payment shall be based on the actual number of personnel who attended.

CONTACT PERSON

Jindra P. Lantacon

Project Development Officer II jplantacon@tourism.gov.ph

Other Information**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 Certification/ Registration Number.

- 3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
- 4. Must be Accredited by DOT.

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before June 13, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE
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