

Bid Notice Abstract

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Request for Quotation (RFQ)

Reference Number 10963449

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Services of DOT-accredited Tour Operator for the CONduct of Comprehensive Refresher Course on Internal Audit for ISO 9001:2015 and Effective Writing of Internal Audit Report

Area of Delivery

 [Printable Version](#)

Solicitation Number:	RFQ NP-SVP 2024-06 0218	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	19/06/2024
Approved Budget for the Contract:	PHP 826,438.50	Last Updated / Time	19/06/2024 12:00 AM
Contract Duration:	6 Day/s	Closing Date / Time	24/06/2024 10:00 AM
Client Agency:			
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		

Description

I. BIDDER:

Service Provider (DOT-Accredited Tour Operator)

II. PROJECT TITLE:

Comprehensive Refresher Course on Internal Audit for ISO 9001:2015 and Effective Writing of Internal Audit Report

III. PROJECT DETAILS:

No. of Participants : 55 pax
Implementation Period : 15-20 July 2024 (including travel dates)
Location: : San Juan, Batangas

IV. PURPOSE/ OBJECTIVES:

The Department of Tourism – Planning Service is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing meals, accommodation, transportation, rental of venue for the training sessions, and other supplies and equipment for the conduct of DOT's Comprehensive Refresher Course on Internal Audit for ISO 9001:2015 and Effective Writing of Internal Audit Report.

V. MINIMUM REQUIREMENTS:

1. Must be a DOT-accredited tour operator providing the following services/facilities.
2. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).
3. Must be willing to provide services on send – bill arrangement following all related government procedures.
4. 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.

VI. SCOPE OF WORK

a. Accommodation - Php 212,300.00

DATE ROOM RATE / PAX / NIGHT REMARKS

15 July 2024

₱ 1,100.00 x 14 pax x 1 night

₱15,400.00 • Hotel near DOT Makati Central Office

- Check-in: 15 July 2024
- Check-out: 16 July 2024
- Twin-Sharing
- 16-19 July 2024 1,100 x 55 pax x 3 nights

₱181,500.00

- Accomodation in San Juan, Batangas
- Check-in: 16 July 2024
- Check-out: 19 July 2024
- 55 pax (either single rooms and twin/triple/quadruple sharing rooms)
- 19 July 2024
- ₱ 1,100.00 x 14 pax x 1 night

₱15,400.00 • Hotel near DOT Makati Central Office

- Check-in: 19 July 2024
- Check-out: 20 July 2024
- Twin-Sharing
- Total: ₱ 212,300.00

- Each room with bathroom (hot and cold shower) and complimentary Wi-Fi internet service.
- 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.
- Inclusion of free access to all facilities and amenities within the hotel/resort.
- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)

b. Transportation – Bus Rental - Php 113,160.00

DATE VAN RATE / NO. OF UNITS REMARKS
16-19 July 2024

28,290 per day of bus rental x 4 days
– arrival/workshop

₱113,160.00 Land Transfer Arrival / Workshop Proper / Departure from DOT Makati Central Office to accommodation in San Juan, Batangas and vice versa

- fully air-conditioned bus
- with 55 seating capacity, luggage compartment, driver and driver services.
- Rental Period of 10 hours

- Driver should be Professional, experienced, well-trained, knowledgeable of the routes from Metro Manila – Batangas, and vice-versa.
- Service fee must cover expenses for fuel, toll and parking, insurance, permits and meals/accommodation of the driver.
- Should provide immediate change of vehicle in case of breakdown, without additional cost.
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism.
- Itinerary may be subject to change provided that the end-user must give notice.

c. Meals - Php 148,280.00

DATE FOOD RATE / PAX / DAY REMARKS
15 July 2024 Dinner for 14 pax

Php 220 x 14 pax x 1 night = ₱3,080.00 • Within hotel / accommodation Hotel near DOT Makati Central Office
16-19 July 2024
For 55 pax

16 July 2024

- Breakfast (packed)
- Lunch (buffet)
- Dinner (buffet)
- *including drinks (water, soda/juice)

17-18 July 2024

- Breakfast, lunch, dinner (buffet)
- *including drinks (water, soda/juice)
- *served in the function room/conference hall

19 July 2024

- Breakfast (buffet)
- Lunch (packed)
- Dinner (packed)
- *including drinks (water, soda/juice)

Php 220 per meal x 3 meals x 4 days = Php 2,640 php per pax

55 pax x Php 2,640 php per pax = ₱145,200.00 (Region 4A - CALABARZON)

Note: Serving portions should be incorporated in the proposal, preferably with pictures. For discussion. Likewise, menu shall be subject to the approval of the end-user and schedule of delivery may be subject to change provided that the end-user must give notice.

Total: ₱148,280.00

- Menu shall be open for discussion with the project officer. Preferably 3 viands for lunch and dinner (1 vegetable, 2 of the following: [pork, chicken, fish or beef], rice, dessert, and bottled juice or soda).
- Bidder should submit their proposed menu.
- Free flowing coffee / tea and water with chips / nuts / candies during training proper (3 days)
- Provision of buffer meals for in excess of 55 pax.
- Provision of all utensils.

d. Function Room / Conference Room - Php 330,000.00

DATE ROOM RATE / PAX / NIGHT REMARKS
16-18 July 2024

Php 2,000 x 55 pax x 3 days =

₱ 330,000.00 • One (1) function room / conference room, with a capacity of 55 pax, to be used on 16-18 July 2024

- Included or within the vicinity of the hotel/resort in San Juan, Batangas

- Banquet/Herringbone/Fishbone/Classroom physical set-up
- Fast and strong Wi-Fi internet service that can accommodate 55 users for 3 days
- Provision of the following audio-visual equipment and assistance:
 - o LCD Projector and wide screen
 - o White board
 - o Basic sound system
 - o Dedicated Technician/Technical Assistant for 3 days
 - o Complimentary use of electricity in the ballroom and function rooms during the event
 - o Outlets/extension cords for laptops
 - o Minimum of 4 microphones;
 - o Free-flowing coffee, tea, hot chocolate and water;
 - o Whiteboard with markers and eraser
 - o Pads and Pencils
 - o Flipchart with easel stand
 - o Complimentary parking
 - o Provision of registration/secretariat tables
- e. Supplies and Equipment - Php 22,698.50

NO. OF PAX PARTICULARS REMARKS

55 pax x Php 412.70 Hygiene kits with notebooks and pens, and leather folder organizer for 55 pax

₱22,698.50 Note: Curation of other alternative supplies and equipment must be open for discussion between the service provider and project officer.

VII. BUDGET

The approved total budget is Eight Hundred Twenty-Six Thousand Four Hundred Thirty-Eight and 50/100 (Php 826,438.50) inclusive of all taxes and other applicable fees. 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. Project cost shall be charged against the Planning Service GAA FY 2024, subject to existing accounting and auditing rules.

VIII. CONTACT PERSON

Contact Person : Christine Joy B. Desolong
 Office : Planning Service
 Contact Number : 09456282817
 Email Address : dcc@tourism.gov.ph

APPROVED BY:

ALAIN C. QUESEA
 OIC-Director, Planning Service

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 18/06/2024

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