



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11159381
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Love The Philippines Regional Stakeholder Roll-Out at Tagaytay City

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-08-0276	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	16/08/2024
Approved Budget for the Contract:	PHP 264,982.67	Last Updated / Time	16/08/2024 00:00 AM
Delivery Period:	3 Day/s	Closing Date / Time	20/08/2024 09:00 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

TECHNICAL SPECIFICATIONS

I. TITLE:

LOVE THE PHILIPPINES REGIONAL STAKEHOLDER ROLL-OUT FOR TAGAYTAY CITY (REGION 4A)

II. 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 LTP 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.

III. MINIMUM REQUIREMENTS

i. 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.

v. 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.

IV. SCOPE OF WORK AND DELIVERABLES

i. Function Room & Meals

Good for : 110 pax

Date : September 20, 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
- Sound system
- Dedicated Technician/Technical Assistant
- Free-flowing coffee, or tea, or hot chocolate, and water
- Table and chairs for Registration
- Meals for 110pax (AM Snack, Lunch, PM Snack)

ii. LED Wall & Hotel Corkage

At least a 6x8 feet LED Wall

iii. Two-Night Accommodation

No. of Rooms : 5 rooms (Twin Sharing) No of Pax : 10 pax

Date : September 19 & 20, 2024 (Check Out: September 21, 2024)

Should include Breakfast.

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

iv. Land Transportation

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

V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is Two Hundred Sixty-Four Thousand Nine Hundred Eighty- Two Pesos and Sixty-Seven Centavos (Php 264,982.67) 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.

VI. 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.

VII. CONTACT PERSON

Jindra P. Lantacon

Project Development Officer II jplantacon@tourism.gov.ph

Approved by:

GISSELA MARIE R. QUISUMBING

Assistant Secretary, Office of the Secretary Department of Tourism

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 15/08/2024

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