



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11189716
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handling Services for the Strategic Planning Workshop and Target Setting
Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2024-08-0283	Status	Pending
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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	31/08/2024
Approved Budget for the Contract:	PHP 283,820.00	Last Updated / Time	30/08/2024 10:11 AM
Delivery Period:		Closing Date / Time	03/09/2024 14:00 PM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

- I. BIDDER : Service Provider (DOT-Accredited Tour Operator)
- II. PROJECT TITLE : Strategic Planning Workshop and Target Setting
- III. PROJECT DETAILS :
- No. of Participants : 20 pax
 Implementation Period: 08-11 October 2024 (including travel dates)
 Location : Zambales

IV. PROJECT BACKGROUND AND OBJECTIVES

The activity aims to develop and improve the performance of the Planning Service for 2024 and beyond, further develop the strengths of each personnel and explore areas for improvement. It shall open communication channels among the staff to foster unity and camaraderie. At the end of the session, the participants should able to:

- Evaluate and assess the performance of the Planning Service in the previous and current year;
- Identify difficulties and challenges encountered and formulate ways to address these challenges; and;
- Discuss and agree on individual commitments for PS Program, Activity, and Projects (PAPs) implementation; and
- Draft the Planning Service Work and Financial Plan F.Y 2025.

V. MINIMUM REQUIREMENTS

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

a. ACCOMMODATION REQUIREMENTS IN ZAMBALES

- Ten (10) twin-sharing rooms *with breakfast
- Check-in: October 08, 2024
- Check-out: October 11, 2024
- Accommodation must be DOT-accredited and must be located within Zambales

Inclusions:

- Free access to all facilities and amenities within the hotel/resort
- Strong Wi-Fi connection

b. VENUE REQUIREMENTS / FUNCTION ROOM

- Must be able to accommodate at least 20 pax (classroom setup)
- From 0800H – 1800H
- Free flowing coffee/tea/candies and water station
- Projector and large projector screen/s
- Public Address System (Speakers and 2 microphones)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants

c. TRANSPORTATION REQUIREMENTS

- Coaster / Van Rental
- Manila-Zambales-Manila – October 08-11, 2024
- Can accommodate maximum of 20 pax
- Driver should be Professional, experienced, well-trained, knowledgeable of the routes from Metro Manila – Zambales, and vice-versa.
- Service fee must cover expenses for fuel, toll and parking, insurance, permits, environmental fees, 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.

d. MEALS

DATE FOOD RATE / PAX / DAY REMARKS

08-11 October 2024 For 20 pax

- Breakfast
- Lunch
- Dinner

Php 150 per meal x 3 meals x 4 days = Php 1,800.00 per pax

20 pax x Php 1,800.00 = Php 36,000.00 Must within Zambales during the stay of participants

e. BUDGET

The approved total budget is TWO HUNDRED EIGHTY-THREE THOUSAND EIGHT HUNDRED TWENTY PESOS (P283,820.00) 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.

Prepared by:

KRISTINE D. TARRIELA
Project Officer

Approved by:

ALAIN C. QUESEA
OIC-Director, Planning Service

Other Information

In addition to the Proposal/Quotation, 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)

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 msdante@tourism.gov.ph on or before 03 September 2024 at 2PM. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 27/08/2024

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