



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11221863  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Tour Operator for the Conduct of New Internal Quality Audit Training for New Auditors

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-09-0292	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	06/09/2024
<b>Approved Budget for the Contract:</b>	PHP 301,130.00	<b>Last Updated / Time</b>	06/09/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	09/09/2024 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@tourism.gov.ph		

#### Description

TECHNICAL SPECIFICATION FOR THE SERVICES OF A DOT-ACCREDITED TOUR OPERATOR FOR THE CONDUCT OF NEW INTERNAL QUALITY AUDIT TRAINING FOR NEW AUDITORS 24-27 SEPTEMBER 2024

1. BIDDER Service Provider (DOT-Accredited Tour Operator)

PROJECT TITLE New Internal Quality Auditor Training

111. PROJECT DATE 24-27 September 2024

PURPOSE/ OBJECTIVE

This activity aims achieve the following objectives:

e To qualify new ISO 9001 :2015 internal auditors.

O Learn how to establish the checkpoints to be audited by the auditors during the internal audit.

O Identify the focus areas of the internal audit process.

v MINIMUM REQUIREMENTS

a. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT)

b. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)

c. Must be willing to provide services on send-bill arrangement or government procedures

d. 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 AND DELIVERABLES:

a. Accommodation

- O Must include Breakfast and with waived deposit upon check-in
- O Complimentary use of Wi-Fi (Internet connection must be stable)
- Complimentary car parking coupons
- O Seventeen (17) twin-sharing rooms
- O One solo room

Check-in: 24 September 2024

Check-out: 27 September 2024

Only utilized room(s) must be charged to the DOT in the final billing.

- O Accommodation must be DOT-accredited and must be located within Clark.

b. Venue Requirements/ Function Room

Inclusion:

- O Must be able to accommodate at least 35 pax from 0800H-1800H
- O Use of basic sound system with microphones
- O Extension cords
- O Wide projector screen
- O Whiteboard with markers and eraser
- O AM & PM Snacks
- O Free flowing of coffee, tea, and hot choco
- O Nuts and chips
- O Printer
- O Flipchart with easel stand
- O Complimentary parking
- O Complimentary Wi-Fi access

c. Transportation Requirements

Coaster

Makati-Clark-Manila - September 24 & 27, 2024

Can accommodate at least 35 pax

Driver— Professional, experienced, well-trained, knowledgeable of the routes from Metro Manila - Clark, 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.

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 REMARKS

24-27 September 2024 For 35 pax

Breakfast

Lunch

Dinner

Php 150 x 3 days x 35 pax sept 24-27 Accommodation must be DOT-accredited and must be located within Clark.

VII. BUDGET

The approved total budget is Three Hundred One Thousand One Hundred Thirty Pesos (P301,130.00) inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Further, the winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the GAA FY 2024 of the Planning Service subject to existing accounting and auditing rules.

VIII. CONTACT PERSON

Contact Person KRISTINE ANGELICA PIGUERRA/ SOPHIEA LOREN DE GUZMAN

Office Planning Service

Contact Number 09066731627/ 09153835936

Email Address psmonitoringdivision@tourism.gov.ph

APPROVED BY:

ALAIN C. QUESEA

OIC-Director, Planning Service

**Other Information**

Please see the list of eligibility requirements below:

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. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Kindly submit your quotations together with your eligibility requirements through email on or before 09 September 2024 @ 01:00 p.m.

**Created by** Val Raymund Cristobal Cervantes  
**Date Created** 05/09/2024

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