



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11366119
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator for the conduct of FMS Year-End Assessment: FMS and Regional Finance Forum: Navigating Fiscal Management Ahead

Area of Delivery

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | RFQ NP-SVP 2024-10-0337 | 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 | Document Request List | 0 |
| Category: | Travel, Food, Lodging and Entertainment Services | Date Published | 16/10/2024 |
| Approved Budget for the Contract: | PHP 918,505.65 | Last Updated / Time | 16/10/2024 00:00 AM |
| Delivery Period: | | Closing Date / Time | 21/10/2024 10:00 AM |
| Client Agency: | | | |
| Contact Person: | 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

TERMS OF REFERENCE
I. PROJECT: FMS Year-End Assessment: FMS and Regional Finance Forum: Navigating Fiscal Management Ahead
II. PURPOSE/OBJECTIVES:
The Department of Tourism - Financial and Management Service (DOT-FMS) is in need of the services of a local tour operator in the Philippines engaged in the business of providing ground arrangements (transportation, accommodation, meals, and training facilities) for the conduct of the FMS Year End Assessment with the theme: "FMS and Regional Finance Forum: Navigating Fiscal Management Ahead" on November 4 - 8, 2024 in Subic, Zambales. The activity aims to provide necessary assistance to DOT-FMS Personnel and Regional Accountants and Budget Officers in the proper preparation of budgetary requirements and to come up with action plans to ensure the delivery of expected services pursuant to FMS' mandate in the next Fiscal Year.
III. BACKGROUND:
Training/workshop package
a.) Participants : DOT-FMS Personnel Central Office and DOT Regional Budget and Accounting Officers
b.) No. of Pax : Central Office personnel 37 pax
Regional Office Personnel 32 pax
Resource Person 4 pax
Total: 73 pax
c.) Training Period/Venue: November 4-8, 2024 / Subic, Zambales

IV. MINIMUM REQUIREMENTS:

Must be a DOT-Accredited Tourism Enterprise;

Provide accommodation facility in Subic, Zambales with a function/training room that can accommodate a minimum of seventy-three (73) pax on:

November 4, 2024 12:00 NN - 7:00 PM

November 5, 2024 7: 00 AM -6:00 PM

November 6, 2024 7: 00 AM -6:00 PM

November 7, 2024 7: 00 AM -6:00 PM

November 8, 2024 7: 00 AM - 12:00 NN

Arrange the meal and transportation requirements of the participants

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

V. SCOPE OF WORK/DELIVERABLES

A. TRANSPORTATION SERVICES

1. 4 November 2024 (Clark — Subic, Zambales vice versa)

- One (1) coaster

2. 4 November 2024 (DOT Central Office — Subic, Zambales)

- One(1) bus
- One (1) Van

3. 5 November 2024 (Any point in Clark to any point in Subic, Zambales)

6 - 7 November 2024 (Any point in Subic, Zambales to any point in Metro Manila vice versa)

- One (1) van (standby vehicle)

4. 8 November 2024 (Subic, Zambales — Clark)

- One (1) coaster

8 November 2024 (Subic — DOT Central Office, Metro Manila)

- One (1) Bus and one (1) van

NOTE:

Must be DOT-Accredited;

Fully air-conditioned transportation vehicle;

At least 23 seater coaster;

At least 12 seater van;

At least 49 seater bus (with compartment);

Inclusive of meals and accommodation of the driver;

Inclusive of fuel and other expenses such as tolls, permits, insurance and parking fees;

Knowledgeable of the routes from Metro Manila/Clark- Subic Zambales — Clark/Metro Manila;

May opt to drop off passengers as long as the drop off point is along the way;

Should be open for cancellation or change of vehicle without cost provided prior notice is given within three (3) days prior the activity;

Further details to be discussed with the service provider.

B. ACCOMMODATION WITH BREAKFAST

Check in November 4, 2024

Check out November 8, 2024

Four (4) nights

Thirty (30) Twin-Sharing Rooms with buffet breakfast

One (1) Triple-Sharing Room with buffet breakfast

Check in November 4, 2024

Check out November 6, 2024

Two (2) nights

Two (2) Twin-Sharing Rooms with buffet breakfast

One (1) Triple-Sharing Room with buffet breakfast

Check in November 6, 2024

Check out November 8, 2024

Two (2) nights

One (1) Twin-Sharing Rooms with buffet breakfast

One (1) Single Occupancy Room with buffet breakfast

NOTE:

Must be a DOT-Accredited tourism accommodation establishment (resort)

Complimentary use of internet/WiFi access in room;

Willing to accommodate early check-in and late check-out upon request, subject to room availability;

The service provider and the accommodation establishment should be open for cancellation of room booking once not occupied by the participants without cost, provided prior notice is given within three (3) days prior the activity.

C. MEALS and VENUE SET-UP

VENUE SET-UP

Physical arrangement/set-up

- Classroom/Fishbone set-up

Provision of the following amenities/equipment:

- Fast and stable internet connection/WiFi access

- Use of LCD Projector and Widescreen

- Basic Sound System

- 2-3 microphones

- Dedicated Technician/Technical Assistant for the whole duration of event

- Outlets/extension cords for 70 users for laptops and phone chargers
- Registration Table
- Provision of notepads and pencils

MEALS

Day 1 - Day 2

November 4-5, 2024 for 70 pax

- Buffet lunch
- AM and PM Snack
- Buffet dinner

Day 3

November 6, 2024 for 7 pax

- Buffet lunch
- AM Snack
- Back to MNL

November 6, 2024 for 63 pax

- Buffet lunch
- AM and PM Snack
- Buffet dinner

November 6, 2024 for 3 pax

- Buffet dinner

Day 4

November 7, 2024 for 66 pax

- Buffet lunch
- AM and PM Snack
- Buffet dinner

Day 5

November 8, 2024 for 66 pax

- AM Snack
- Buffet or packed lunch
- Back to MNL

NOTE:

Provision of free flowing coffee, tea, candy mints/chips/nuts during the seminar;

Proposals should include suggested menus for the required meals to be agreed upon with the project officer.

VI. APPROVED BUDGET FOR THE CONTRACT:

NINE HUNDRED EIGHTEEN THOUSAND FIVE HUNDRED FIVE PESOS 65/100 ONLY (Php 918,505.65)

inclusive of all applicable taxes and other fees

Chargeable against FY 2024 Funds of Financial and Management Service

VII. TERMS OF PAYMENT

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

NOTE:

The winning bid however, 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.

VIII. CONTACT PERSONS:

JANNAH A. REYES

Management Division

Email: jareyes@tourism.gov.ph

Telephone: 459-5200 to 5230 local 410

NICOLE HILARIO

Management Division

Email: amhilario@tourism.gov.ph

Telephone: 459-5200 to 5230 local 410

NOTED BY:

ATTY. EDEN C. BRION – BAKILAN

Director, Financial and Management 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 mbbuscano@tourism.gov.ph on or before 21 October 2024 at 10:00 AM. Late and unsigned quotations shall not be accepted.

Created by Val Raymund Cristobal Cervantes

Date Created 15/10/2024

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