



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5827565
Procuring Entity DEPARTMENT OF TOURISM
Title ASSESSMENT AND STRATEGIC PLANNING WORKSHOP OF THE OFFICE OF THE SECRETARY-
 Nov.26-28, 2018

Area of Delivery

Solicitation Number:	2018-11-0375	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
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	20/11/2018
Approved Budget for the Contract:	PHP 668,860.00	Last Updated / Time	20/11/2018 00:00 AM
Delivery Period:		Closing Date / Time	23/11/2018 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 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. PROJECT

ASSESSMENT AND STRATEGIC PLANNING WORKSHOP OF THE OFFICE OF THE SECRETARY

II. PURPOSE/ OBJECTIVE

The proposed Assessment and Strategic Planning Workshop aims to increase the knowledge of OSEC staff in formulating effective plans and programs as well as to become familiarized with the process and internal policies of the Department. Further, this aims to evaluate the performance of DOT OSEC from May 2018.

III. MINIMUM REQUIREMENTS

Must be a DOT-Accredited service provider

Terms of payment: Government Procedure/willing to provide services on a send bill arrangement

IV. SCOPE OF DELIVERABLES

A. Mode of Transportation

Land transportation (Vehicle rental) for 32pax

Winning bidder to be provided with schedule of arrivals and departures of participants

Van, coaster or bus comfortably accommodate the number of pax (including their baggage) arriving and departing per flight

Inclusive of fuels, meals of the driver and other expenses such as toll and parking fees if applicable

November 26, 2018 Tagbilaran Airport to hotel accommodation in Panglao, Bohol

November 27, 2018 1 van stand by whole day

November 28, 2018 8 hours Technical tour

3 vans

Going straight to Tagbilaran Airport

B. Accommodation with Breakfast

For 32 pax

Hotel/resort must be DOT accredited (at least 3 or 4 star or its equivalent) and located in Panglao, Bohol

At least 5 single occupancy rooms and 13 twin sharing rooms

Open to cancellation of booking in case target number of participants is not met

Inclusiveness of plated breakfast

With WiFi access

Free use of recreational activities

Check in November 25, 2018

Check out November 28, 2018

C. Workshop Requirements

2-day use of function room

For thirty two (32) pax

Auditorium/classroom style set up

Use of podium, (2) two wireless microphones, sound system project and clicker, projection screen, white board and markers

With Wifi access to all participants

Use of Outdoor activity:

a Kayak, stand up paddle boards and/or bicycles at the resort

Seminar/Workshop Schedule

November 26, 2018 12:00 PM - 5:00 PM

November 27, 2018 8:00 AM - 5:00PM

D. Meal requirements

For thirty two (32) pax

Includes Breakfast, AM and PM snacks, Lunch and Dinner on the following schedules from November 25-28, 2018:

November 26 November 27 November 28

Welcome drink Buffet breakfast Buffet breakfast

Buffet Lunch Buffet Lunch

during

assessment

workshop Lunch during

technical tour

Buffet Dinner Buffet Dinner x

E. Full Board Supplements

3 days and 2 night accommodation

Buffet breakfast

Welcome drink

Complementary drink

Coffee and Tea

Complementary curated mini-bar in the room (non-alcoholic)

Use of Infinity swimming pools

Buffet lunch for 2 days

Buffet dinner for 2 days

Use of Wi-fi

F. Technical Tour Schedule

a. Country Side tour

Blood Compact

Ruins of Baclayon Church

Buffet Lunch at Loboc/Loay River Cruise - Tarsier

- Manmade Forest

- Butterfly Sanctuary - Chocolate Hills

- Souvenir Shop

tour operator to suggest other destinations/stops that may be included in the itinerary

technical tour destinations may be subject to change (upon reasonable notice to the tour operator)

tour operator shall provide at least 1 to 3 representatives to assist the group during the entire duration of

Assessment workshop and technical tour activities.

V. DATE AND LOCATION OF THE EVENT

November 26-28, 2018 in Panglao, Bohol

VI. APPROVED BUDGET OF THE CONTRACT (ABC):

Six Hundred Sixty Eight Thousand Eight Hundred Sixty Pesos only (Php668, 860.00)

VII. PROJECT OFFICERS:

Contact Persons Office

Ave.,

Contact Number Email address Thess Severai James Nacario Jr.

Office of the Secretary

Penthouse, New DOT Bldg., 351 Sen. Gil Puyat

Makati City

(02) 459-5200 loc 602 or 603 sbrp.osec@gmail.com

Approved by:

Head Executive Assistant

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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to Ms. Teresita A. Romanes at the Department of Tourism #351 Sen. Gil Puyat Avenue, Makati City Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 19/11/2018

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