



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8204123
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of DOT Accredited Tour Operator for the Conduct of Asia-Pacific Economic Cooperation (APEC) Women and Young Empowerment in Travel and Tourism Industry
Area of Delivery	Metro Manila

Solicitation Number:	RFQ No. 2021 - 11 - 0182	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	18/11/2021
Approved Budget for the Contract:	PHP 598,700.00	Last Updated / Time	17/11/2021 14:59 PM
Delivery Period:	2 Day/s	Closing Date / Time	22/11/2021 14:00 PM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

TERMS OF REFERENCE

Travel and Tour Operator
Hosting of the APEC Women and Young Empowerment in
Travel and Tourism Industry
Metro Manila, Philippines via Hybrid Format

I. Background

The Asia-Pacific Economic Cooperation (APEC) is a regional economic forum established in 1989 to leverage the growing interdependence of the Asia-Pacific. APEC's 21 Member Economies are the United States; Australia; Brunei Darussalam; Canada; Chile; China; Hong Kong; Indonesia; Japan; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; The Philippines; Russia; Singapore; Republic of Korea; Chinese Taipei; Thailand; and Viet Nam aim to create greater prosperity for the people of the region by promoting

Balanced - such as the simultaneous growth for the various sectors;

Inclusive - it means giving opportunities for economic participants during economic growth with benefits incurred by every section of society;

Sustainable - focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs;

Innovative - such as introducing new ideas and concepts to promote and support the economy; and

Secure Growth - enhancing the economic growth

The Philippine Department of Tourism (PDOT) with its current program on gender and development strongly

promotes gender equality and women empowerment. This is aligned with the Sustainable Tourism and Economic Growth of the APEC Tourism Working Group Strategic Plan 2020-2024 under priority number four. The program aims to develop APEC Tourism Framework in gender and development, promote gender equality and empower women and young children, and strengthen sustainability and inclusivity of women and children in economic growth.

II. Target Participants:

The PDOT's target the following participants from the tourism industry:

I. Development of the APEC Tourism Framework in Gender and Development

- a. Representatives from the APEC Member Economies
- b. APEC Secretariat
- c. Philippine Commission on Women
- d. Tourism Congress of the Philippines

II. Launching of the APEC Tourism Framework in Gender and Development

- a. Representatives from the APEC Member Economies
- b. APEC Secretariat
- c. National Government Agencies (NGA)
- d. Non-Government Organization (NGO)
- e. Local Government Units (LGU)
- f. Academe
- g. Tourism Private Stakeholders (eg. Travel and tour operator, tour guides, etc.)
- h. Vulnerable Groups (eg. PWDs, etc.)

III. Requirements:

The department is in need of a DOT-accredited travel and tour operator to provide the following services in the upcoming hosting of the APEC Women and Young Empowerment in the Travel and Tourism Industry. The travel and tour operator must have a five-year experience in providing the same services.

a. Venue and Meals (Pasig and/or Makati area)

- i. Date: a two-day event to be held on 19-20 January 2022
- ii. Provision: DOT-accredited establishment, 3-star hotel, located in Makati City or Pasay City (near the airport), with clearance and permit to operate (multipurpose function) in hosting big events (to accommodate 50 pax and up) considering the strict implementation of IATF protocols inside the establishment.
- iii. Inclusion: Venue and F&B (AM and PM snack and lunch buffet), free flowing coffee, tea, and mints

1. Day-1: 10 pax

2. Day-2: 70 pax

Date Number of Pax AM Snack PM Snack Buffet Lunch

19 January 2022

10

Yes

Yes

Yes

20 January 2022

70

Yes

Yes

Yes

Note/restrictions: No pork products to be included in the menu.

b. RT-PCR

i. Inclusion: Pre- and post-test for 10 pax (before and after the event)

ii. Date for pre- and post RT-PCR test: 18 and 27 January 2022

c. Antigen Test

i. Date: 20 January 2022

ii. Provision: charge for medical services and F&B of the medical personnel

iii. Inclusion: to conduct antigen test for 70 pax in the venue/hotel before the start of the event (6:00A.M. to 8:00A.M.)

d. Transportation Service (van rental for the DOT secretariat)

i. Date: 19-20 January 2022

ii. Provision: DOT-accredited, charge for services, F&B and antigen of the driver

iii. Inclusion: service for 10 hours a day

e. Tokens and Corporate Giveaways

i. Date: 19-20 January 2022

ii. Provision: Tokens for 21 pax (APEC Member Economies) and 12 guests (private tourism stakeholders and speakers) and giveaways for 65 pax (attendees on 20 January 2022)

iii. Inclusion: Tokens and corporate giveaways may support and/or feature local product made by women and PWD groups such as personal protective kits for COVID-19, local products (tangible and/or edible), and branded with Its More Fun in the Philippines.

III. Total Amount for the Project: PHP 598,700.00

IV. Completion Date: 20 January 2022

V. Payment: Government Procedure

VI. Contact Details:

Prepared by: Approved by:

Ms. Mylene D. Talana Mr. Jaime Victor S. Bayhonan

Project Officer, PFICD OIC-Chief, PFICD

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Line Items

Item No.	Product/Service Name	Description	Quantity UOM	Budget (PHP)
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1	Tour Operator	Procurement of DOT Accredited Tour Operator for the Conduct of Asia-Pacific Economic Cooperation (APEC) Women and Young Empowerment in Travel and Tourism Industry	1	Lot	598,700.00
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Other Information

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 (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 22 November 2021 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 17/11/2021

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