



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6705284  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** FMS Year-End Assessment and Strategic Planning/Staff Development Seminar Workshop-Boracay, Aklan-December 12-14, 2019

#### Area of Delivery

<b>Solicitation Number:</b>	2019-11-0346	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 704,000.00		
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	28/11/2019
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	28/11/2019 00:00 AM
		<b>Closing Date / Time</b>	02/12/2019 14:00 PM

#### Description

##### TERMS OF REFERENCE

I. PROJECT: FMS YEAR-END ASSESSMENT AND STRATEGIC PLANNING/STAFF DEVELOPMENT SEMINAR-WORKSHOP

##### 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 and training facilities).

The workshop aims to assess the FMS' performance for the year, discuss applicable approaches to improve operations for the following year and discuss planned projects and activities for FY 2020, conduct gender sensitivity deepening sessions as well as undertake team-building activities to boost unity, cooperation and camaraderie among FMS personnel.

##### III. BACKGROUND:

1. Training/workshop package

a.) Participants : DOT Central Office FMS Personnel

- b.) No. of Pax : 50 pax  
 c.) Training Period/Venue : December 12-14, 2019 / BORACAY, AKLAN

#### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-Accredited Tourism Enterprise;
- Provide accommodation facility (if possible located in Station 2) with a function room that can accommodate a minimum of Fifty (50) pax on:  
 December 12 12:00 PM – 8:00 PM  
 December 13 7: 00 AM – 7:00 PM
- Arrange the transportation and meal services needed

#### V. SCOPE OF WORK/DELIVERABLES

##### A. VAN AND BOAT HIRE – INCLUSIVE OF TERMINAL/ENVIRONMENTAL FEE

##### 1. FIVE (5) UNITS OF VAN AND BOAT HIRE – INCLUSIVE OF TERMINAL/ENVIRONMENTAL FEE

- December 12, 2019 – Caticlan Airport – Caticlan Jetty Port – Cagban Jetty Port – Hotel
- December 14, 2019 – Hotel – Cagban Jetty Port – Caticlan Jetty Port – Caticlan Airport


##### 2. ONE (1) UNIT VAN/BOAT HIRE – INCLUSIVE OF TERMINAL/ENVIRONMENTAL FEE

- December 13, 2019 - Caticlan Airport – Caticlan Jetty Port – Cagban Jetty Port – Hotel  
 -Hotel – Cagban Jetty Port – Caticlan Jetty Port – Caticlan Airport

##### NOTE:

Passengers will be in batches, arrival and departure depends on the flight bookings/schedules.  
 Details to be discussed with the service provider

##### B. ACCOMMODATION WITH BREAKFAST

 Two (2) Nights

- Check in December 12, 2019/Check out December 14, 2019
- Room accommodation (Twin or Triple sharing) for 48 pax with buffet breakfast
- Tow (2) Single-occupancy rooms with buffet breakfast

##### NOTE:

-  Includes free access to all facilities and amenities;
-  Complimentary use of internet/WiFi access;
-  Willing to accommodate early check-in and late check-out upon request, subject to room availability;
-  Willing to provide one (1) complimentary room in addition to the required rooms;
-  The hotel should be open for cancellation of room booking once not occupied by the participants without cost, provided prior notice is given within four (4) days.

##### C. MEALS and VENUE SET-UP

##### VENUE SET-UP

- Included or within the vicinity of the accommodation
- Physical arrangement/set-up
  - Herringbone or Fishbone style
- Provision of the following amenities/equipment:
  - Use of LCD Projector and Wide Screen
  - Tarpaulin Backdrop
  - Basic Sound System
  - Dedicated Technician/Technical Assistant for the whole duration of event
  - Outlets/extension cords for laptops
  - 2-3 microphones

##### MEALS

- Day 1  
 December 12, 2019
  - Buffet lunch (50 pax)
  - PM Snack (50 pax)
  - Buffet dinner (50 pax; Preferably dinner outside the hotel; walking distance from the training venue)
- Day 2  
 December 13, 2019
  - Buffet lunch (50 pax)
  - AM/PM Snacks (50 pax)
  - Buffet dinner (50 pax; Preferably dinner outside the hotel; walking distance from the training venue)
- Day 3  
 December 14, 2019
  - AM Snack (50 pax)
  - Buffet lunch (50 pax)

- Back to MNL

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**NOTE:**

- Provision of free flowing coffee, tea and hot chocolate during the seminar;
- Provision of buffer meals for 5 pax;
- Proposals should include suggested menu for AM/PM snacks, lunch and restaurants for dinner to be discussed with the service provider.

**VI. APPROVED BUDGET FOR THE CONTRACT:**

SEVEN HUNDRED FOUR PESOS ONLY (Php704,000.00)

inclusive of applicable taxes and all other fees  
Chargeable against 2019 GAA of Financial and Management Service

**VII. TERMS OF PAYMENT**

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

**VIII. CONTACT PERSON:**

NICOLE HILARIO  
Office of the Director -Financial and Management Service  
Telephone: 459-5200 to 5230 local 412

**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.

**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)  
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above Php500K))
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

**Created by** TERESITA A. ROMANES

**Date Created** 27/11/2019

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