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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6565154
Procuring Entity DEPARTMENT OF TOURISM
Title OTDPRIM PLANNING SESSION 2019 - OCT. 29-31, 2019
Area of Delivery

Solicitation Number:	2019-10-0267	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	18/10/2019
Approved Budget for the Contract:	PHP 904,700.00	Last Updated / Time	18/10/2019 00:00 AM
Delivery Period:		Closing Date / Time	22/10/2019 14:00 PM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 maidante05@gmail.com		

Description

TERMS OF REFERENCE
 Tour Operator / Ground Arrangements
 OTDPRIM Planning Session 2019
 29-31 October 2019 I Bataan, Philippines

I. BACKGROUND

The Office of Tourism Development Planning, Research and Information Management (OTDPRIM) Planning Workshop is an annual activity proposed to be held on 29-31 October 2019. It aims to assess and review the past undertakings and performance of the office and set new goals and continuing programs and projects. The planning session will serve as a venue for upgrading projects, programs, and activities (PAPs) to align with RA 9593, NTDP 2016-2022, and current thrust of the Secretary. Further, the workshop aims to promote OTDPRIM's productivity by addressing issues and concerns in the workplace and to foster camaraderie among personnel to effectively deliver quality services to the public and private stakeholders.

1. Accommodation

- Must be DOT Accredited
 - Preferably in Bagac, Bataan
 - All rooms must be inclusive of breakfast, complimentary Wi-fi access on all rooms and public areas, and drinking water/coffee/tea
 - Single/twin-sharing rooms for 2 nights
 - Room Quantity: 27 twin-sharing rooms
 - Number of nights: Two (2) nights
 - Check In: 29 October 2019
 - Check Out: 31 October 2019
- Sub-Total Amount: Php 324,000.00

2. Meals and Venue Package

- Must be same or adjoining DOT Accredited Hotel
- Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)

- Must include the following services and amenities at the function room:
 - o Free flowing coffee and tea
 - o Mint/candies/chips
 - o Complimentary conference Wi-fi access
 - o PA system
 - o 3 wireless microphone
 - o Stage/platform and rostrum
 - o Whiteboard, flipchart, marker, and eraser
 - o Paper / notepad and pencil
 - o LCD projector to be used on 30-31 October 2019
 - Inclusive of full board meals for 55 pax (AM and PM snack, and buffet lunch) on 30-31 October 2019
- Sub-Total Amount: Php 165,000.00

3. Meals

- Must provide buffet lunch for 55 pax on 29 October 2019
 - Must provide buffet dinner for 55 pax on 29-31 October 2019
- Sub-Total Amount: Php 176,000.00

4. Transportation

- Must be DOT Accredited Tourist Transport
 - Must provide 1 unit of air-conditioned 49-seater with jump seat tourist bus to be used on 29-31 October 2019
 - Departure date and time from DOT Makati: 29 October 2019 at 10:00 A.M.
 - Departure date and time from Bagac, Bataan: 31 October 2019 at 05:00 P.M.
 - Provision of focal person / dispatcher
 - Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers
- Sub-Total Amount: Php 133,200.00

5. Supplies and Corporate Giveaways

- Provision of conference kits and tokens (eco-notebook and pen, ID holder and lace, envelope, flash drive 16GB, and collared shirt) for 55 pax to be used during the OTDPRIM Planning Session 2019.
- Sub-Total Amount: Php 71,500.00

6. Product Audit

- Package inclusive of one-unit air conditioned van with fuel, parking fees, toll fees, driver's meals, and full board meals for 3 pax on 22 October 2019.
- Sub-Total Amount: Php 35,000.00

7. Others

- Tour operator must be DOT Accredited
- List of attendees and Program of Activities are attached for reference

Approved Budget for Contract: PhP 904,700.00

Contact Person:

Ms. Mylene D. Talana
 Policy Formulation and International Cooperation Division
 Contact No.: 0966-614-3948 | 459-5200 to 30 local 514
 Email Address: pdot.pficd@gmail.com | mdtalana@tourism.gov.ph

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 MAITA SUMOGAD DANTE

Date Created 17/10/2019

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