



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5976004  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** STRATEGIC PLANNING WORKSHOP FOR 2019 OF THE OFFICE OF THE SECRETARY (Palawan)  
 February 14-16, 2019

#### Area of Delivery

<b>Solicitation Number:</b>	2019-01-0013	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	25/01/2019
<b>Approved Budget for the Contract:</b>	PHP 500,000.00	<b>Last Updated / Time</b>	24/01/2019 09:22 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	28/01/2019 14:00 PM
<b>Client Agency:</b>			
<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		

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT

STRATEGIC PLANNING WORKSHOP FOR 2019 OF THE OFFICE OF THE SECRETARY

##### II. PURPOSE/ OBJECTIVE

The proposed Strategic Planning Workshop aims to establish a comprehensive plans and programs for 2019 as well as to become familiarized with the process and internal policies of the Department.

##### 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 38 pax
  - Winning bidder to be provided with schedule of arrivals and departures of participants
  - Van, coaster or bus to accommodate the abovementioned number of pax (including their baggage) during the arrival and departure
  - Inclusive of fuels, meals of the driver and other expenses such as toll and parking fees if applicable
- February 14, 2019 Airport to hotel accommodation  
 February 15, 2019 2nd day Session  
 February 16, 2019 From tour site to Airport, if applicable

###### B. Accommodation with Breakfast

- For 38 pax
- Hotel/resort must be DOT accredited and located in El Nido, Palawan

- At least 4 single occupancy rooms and 16 twin sharing rooms
  - Open to cancellation of booking in case target number of participants is not met
  - Inclusiveness of buffet breakfast
  - With WiFi access
  - Free use of recreational activities
- Check in February 14, 2019- All participants  
Check out February 16, 2019

#### C. Workshop Requirement

- 2-day use of function room
  - For thirty eight (38) pax
- Auditorium/classroom style set up
  - Use of podium, (2) two wireless microphones, sound system projector and clicker, projection screen, white board and markers
  - With Wifi access to all participants
  - One (1) Outdoor activity:
    - o Kayak, stand up paddle boards and/or bicycles at the resort

#### Seminar/Workshop Schedule

February 14, 2019 8:00 AM – 6:00 PM  
February 15, 2018 8:00 AM – 5:00 PM

#### D. Meal requirements

- For Thirty eight (38) pax
  - Includes Breakfast, AM and PM snacks, Lunch and Dinner on the following schedules from February 14-16, 2019:
- |               |                  |                  |
|---------------|------------------|------------------|
| February 14   | February 15      | February 16      |
| Breakfast     | Buffet breakfast | Buffet breakfast |
| AM snacks     | AM snacks        | AM Snacks        |
| Buffet Lunch  | Buffet Lunch     | Buffet Lunch     |
| PM Snacks     | PM Snacks        | PM Snacks        |
| Buffet Dinner | Buffet Dinner    | x                |

#### E. Full Board Supplements

- 3 days and 2 nights accommodation
- Buffet breakfast
- Welcome drink
- Complementary drink
- Coffee and Tea
- Complementary curated mini-bar in the room (non-alcoholic)
- Use of swimming pools
- Buffet lunch for 2 days
- Buffer dinner for 2 nights

#### F. Technical Tour Schedule

- 1.) Island tour package offered by the tour operators shall be availed.
- 2.) An 8-hour tour package for 38 pax for one day only.

- 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

February 14-16, 2019 in El Nido, Palawan

#### VI. APPROVED BUDGET OF THE CONTRACT (ABC):

Five Hundred Thousand Pesos Only (Php500,000.00)

#### VII. PROJECT OFFICERS:

Contact Persons : James Nacario Jr. / Biviana Severa  
Office : Office of the Secretary  
Penthouse, New DOT Bldg., 351 Sen. Gil Puyat Ave.,  
Makati City  
Contact Number : (02) 459-5200 loc 602 or 603  
Email address : sbrp.osec@gmail.com

Approved by:

MARIA ACELA KATRINA A. PADUA  
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** 24/01/2019

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