



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6773797
Procuring Entity DEPARTMENT OF TOURISM
Title Strategic Consultation & Planning Workshop with Health & Wellness Stakeholders and Product Audit

Area of Delivery

Solicitation Number: 2019-12-0401 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Travel, Food, Lodging and Entertainment Services Approved Budget for the Contract: PHP 660,600.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	21/12/2019
	Last Updated / Time	20/12/2019 15:25 PM
	Closing Date / Time	26/12/2019 10:00 AM
	Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com	

Description

TERMS OF REFERENCE
I. BIDDER : Tour Operator/Travel Agency/Event Integrator
Corporate Giveaways Supplier
II. PROJECT TITLE : Strategic Consultation & Planning Workshop with Health & Wellness Stakeholders and Private Sectors and Product Audit
III. DATE OF IMPLEMENTATION : February 19 to 21, 2020
IV. MINIMUM REQUIREMENT OF SUPPLIER:
Must be DOT-Accredited
Must be willing to provide services on send-bill arrangement >. Must be able to deliver promotional materials by February 14, 2020
V. SCOPE OF WORK
A. Lot
b.1 Hotel
Destination Hotel Room Category Number of Rooms Required Duration
Cebu City At least 3 or 4-star Single room 10 1 night
Single room 1 2 nights
Twin Room 2 2 nights
b.2 Transportation
Route Vehicle
Retirement ETD # of Hours
Required Duration
Cebu City Van 10 hours per day 3 days
b.3 Meals

Date Particulars Number of Pax Duration
Feb. 19, 2020 Am Snacks 50 pax 1 day
Lunch 50 pax 1 day
Pm snack 50 pax 1 day
Dinner 50 pax 1 day
Feb 20 — 21, 2020 Am snacks 5 pax 2 days
Lunch 5 pax 2 days
Pm snacks 5 pax 2 days
Dinner 5 pax 2 days

B. Lot 3 Giveaways/Token
Particulars Number of Pax Remarks
Bag 50 pax
MOP Picture Frame 9 pax

a) Item: Bag
Heavy/Thick Canvas with Lining
Color: Black
Size: 18" x 17" x 7"
Handle: 1.25" x 22' cotton strap
Pockets: a.) One outside pocket with zipper and flap (front) Two (2) outside pockets with Velcro (back)
b.) One inside pocket with zipper (front)
Two (2) inside pockets without Velcro (back)
Print: One side print with It's more fun in the Philippines logo -full Quantity: 60 pcs
Estimated Price: PHP 550.00 each
b) MOP Picture Frame @ P2,500/pc. 5 x 7 olcc stock # 0226-5783 (Balibayan Handicraft)

C. Lot 4

The Event Integrator team shall:

1. Assist in conceptualizing the event plan/program for the Plenary and Breakout Sessions from November 27 to 29, 2019 at the (venue to be advised):

a. Program Flow

b. Detailed Scenario

c. Script based on approved program

d. Venue set-up/requirements based on final venue

e. Physical/Technical Requirements in consultation with the Official Venue/Provider and OPMD-MTWT

2. Provide the Plenary Host and Three (3) Breakout Session Facilitators who will be tasked to:

a. Host

1 To facilitate the smooth flow of the program based on approved timeline, topics and speakers;

1 To encourage the support of the participants towards the objectives of the workshop

b. Breakout Session Facilitators (1 each for Wellness, Medical and Dental Tourism) 1 To facilitate the smooth flow of discussion based on stated objectives

,/ To encourage exchange of ideas, inputs, strategies on the assigned sector

1 To control the discussion based on specific timeline

IX, Budget

The total budget allocation for the Strategic Consultation and Planning Workshop is PHP 493,100.00 chargeable against 2019 Work & Financial Plan of OPMD subject to the usual accounting and auditing rules and regulations.

PARTICULARS ALLOCATION

Accommodation

10 single room-1 night

1 single room — 2 nights

2 Twin room — 2 nights P96,000.00

Transportation

1 Van 3 days 12,000.00

Meals

February 19 - 20:

Am snacks, Lunch, pm snacks

Dinner for 50 pax

February 21, 2020:

am snacks, Lunch, pm snacks, Dinner for 5 pax 372,600.00

Event Integrator 130,000.00

Giveaways :

a) Bag — 50 pcs. 27,000.00

b) MOP Picture Frame - 9 pcs. 22,500.00

TOTAL PHP 660,600.00

The winning bidder shall be determined based on the proposal with most advantageous financial package cost provided that the amount of bid does not exceed the total budget.

Contact Person: Jaena Guarda-Salabit

Medical Travel & Wellness Tourism

Office of Product & Market Development Tel. Number 4595200 loc. 508

jaena.salabit@yahoo.com

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.

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the

above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)
(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. DOT Accreditation Certificate

Deadline for the submission of Quotation: on or before December 26, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 20/12/2019

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