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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8290842
Procuring Entity DEPARTMENT OF TOURISM
Title Capacity Building Workshop for the Development of the Boracay Culture of Wellness Program

Area of Delivery

Solicitation Number:	2021-12-210	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	1
Classification:	Goods	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	11/12/2021
Approved Budget for the Contract:	PHP 830,000.00	Last Updated / Time	13/12/2021 13:57 PM
Delivery Period:		Closing Date / Time	15/12/2021 10:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TERMS OF REFERENCE

- I. BIDDER : Service Provider/Tour Operator
- II. PROJECT TITLE : Capacity Building Workshop for the Development of the Boracay Culture of Wellness Program
- III. PROJECT DATE : January 6 to 12, 2022
- IV. MINIMUM REQUIREMENTS

- a. Must be accredited by the DOT
- b. Must be willing to provide services on send-bill arrangement

V. OBJECTIVES

The above activities aimed at achieving the following:

- Provide technical support to the stakeholders of the Boracay Bike Tour, Wellness Workation, and Boracay Food Crawl Programs, through the conduct of the capacity building workshop that will further enhance the guests' experience of the island;
- Conduct iteration activities to fully develop and complete the tourism product develop process of the above new tourism products in Boracay island
- Capacitate the Boracay stakeholders in developing, enhancing, and maintaining the excellent product experience of the newly developed tourism programs in the island that are aligned with the government's advocacy towards a sustainable, wellness destination of the country; and
- Prepare the stakeholders by instilling the right and relevant knowledge and information that will ensure the seamless experience of the travelers to the island especially when travel restrictions for both domestic and international markets are lifted.

VI. SCOPE AND WORK DELIVERABLES

- a. Ground arrangement for ground handling services which includes accommodation, transfers (air, land, sea), and meals based on the schedule of activities/itinerary provided for the said project. Air tickets should include a maximum of 20 kilos RT baggage all the participants coming from Manila;
- b. Facilitate payment of communication expenses for the 3 project officers covering the 7-day program;
- c. COVID-19 Post RT-PCR test for participants coming from Manila/NCR with results available in 48 hours and Antigen Test for all the local participants conducted on-site during the first day of the workshop proper;
- d. Provision of water and hygiene kits including face masks, face shield, alcohol, wipes and tissue for each of the participants;

DETAILED BREAKDOWN:

A. FLIGHTS

Provision of domestic air tickets for 6 pax:
 Dates Route Flight Number ETD-ETA No. of pax
 January 6, 2022 MNL-MPH 6
 January 12, 2022 MPH-MNL 6
 *Final names of guests to follow

B. TRANSFERS

Van Transfers
 January 6,
 2022 2 vans for DOT/OPMD staff and
 Speakers Van Seating Capacity: 4-5 pax per van Route: Caticlan airport to Jetty Port
 Cagban Port to Resort, any point in the
 Island as identified in the official itinerary
 January 12,
 2022 2 vans for DOT/ OPMD staff and Speakers Van Seating Capacity: 4-5 pax per van Route: Resort to Cagban
 Port
 Caticlan Port to Airport
 1 van for DOT/ OPMD Speakers Van on standby for any transfers needed during the
 workshop (5-hour rental)

Boat Transfers**Date No. of Units Capacity and Route**

January 6 and January 12, 2022 RT Boat transfers for 12 pax RT boat transfers for arrival and departure including environmental fees and terminal fees

*50% capacity for transportation vehicles in compliance with Covid-19 protocols

C. RT-PCR and ANTIGEN COVID-19**Date No. of Pax Remarks**

January 14 12 pax

(speakers, organizers from OPMD and representatives from DOT VI) Post RT-PCR Test

January 7 37 pax

(organizers from OPMD, representatives from DOT VI, speakers and local participants on site) Antigen test

D. ACCOMMODATION/ CONFERENCE HALL**Quantity Particular Remarks**

January 6 to 12,

2022 12 single rooms in a 3 to 4-star DOT-accredited resort/hotel Located in Station 1 and preferably with convention facilities to minimize mobility issues

January 7 to 11,

2022 Conference room that can accommodate 37 pax with the allowed physical set up 1meter apart seating arrangement With PA system, audio visual facilities as part of the package (LCD projector, at least 6 microphones

E. MEALS**Quantity Particular Remarks**

January 6 to 12,

2022 6 meals x 12 pax (for speakers and organizers) outside the conference package. Exclusive of breakfasts, 5 lunches due to the workshop, and 1 fellowship dinner 1 lunch and 5 dinners

January 7 to 11,

2022 5 lunches, 5 AM snacks and 5 PM

snacks per pax for 37 pax c/o conference package

January 11, 2022 Dinner for 37 pax (fellowship night) Al fresco event and dining area near the resort in station 1 (Including speakers, organizers and onsite Participants)

F. OTHERS**Date Quantity Particular**

January 7 and January 11, 2022 Bike rental (for the simulation activity of the technical bike tour guiding) for 16 pax 2 simulation technical bike tour (pre/ post sessions) to measure capacity developed

VII. BUDGET

Total budget: Php830,000.00

The winning bidder 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.

VIII. CONTACT PERSON

Contact Person : SARAH MAE SHARON L. MONROY

Office : OPMD-Product Planning and Development Division

Approved by:

RENEE MARIE N. REYES
Director
Office of Product and Market Development

(KINDLY SEE ATTACHED TERMS OF REFERENCE/TOR for the Complete Details with corresponding tables)

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator/Service Provider	Capacity Building Workshop for the Development of the Boracay Culture of Wellness Program	1	Lot	830,000.00

Other Information

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.

In addition to the FINANCIAL PROPOSAL/BID, the following are the 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 (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

*Please indicate breakdown in presenting your financial bid; stating the amount in words and in figures.

In case of discrepancies between:

- (a) bid prices in figures and in words, the latter shall prevail;
- (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail;
- (c) stated total price and the actual sum of prices of component items, the latter shall prevail;
- (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.

Remarks

Please see attached REVISED TERMS OF REFERENCE.

Created by Norjannah P Lucman

Date Created 10/12/2021

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