



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10227064

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Service Provider for the Conduct of Alignment Workshop for the Creation of Strategic Framework and Roadmap for Cultural Experiences and Culture-Oriented Products in Laguna on Nov. 13-15

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-10-663	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 611,420.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	17/10/2023
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph	Last Updated / Time	16/10/2023 11:29 AM
		Closing Date / Time	20/10/2023 09:00 AM

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Service Provider/Ground Handler

II. PROJECT TITLE : Alignment Workshop for the Creation of Strategic Framework and Roadmap for Cultural Experiences and Culture-Oriented Products

III. PROJECT DATE/VENUE : November 13-15, 2023: Laguna

IV. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement
- Must have experience in handling DOT requirements

V. SCOPE AND WORK DELIVERABLES

- Provide ground arrangement with provisions for twin accommodation, full board meals, land transportation and venue for the workshop;

A. Accommodation Requirements: Must be DOT Accredited with Certificate to Operate.
- Cover all accommodations on twin occupancy basis (with complimentary breakfast),

preferably 2-3 star properties in Laguna on the following dates:

Room Requirements Check-in Check-out

10 twin rooms November 13 (Laguna) November 15 (Laguna)

7 twin rooms

B. Transportation Service Requirements: Must be DOT Accredited.

- Air-conditioned vehicle, seating capacity for the following: Van: 4-8 seats

• Transfer in the following destinations including toll fees, driver, gasoline, meals, and accommodation.

Date Location Van Details

November 13, 2023 Manila-Laguna (6) Units of Van; 4-8 seats

November 15, 2023 Laguna-Manila (6) Units of Van; 4-8 seats

C. Meal Requirement:

November 13-15, 2023: Breakfast, am & pm snacks, Lunch & Dinner – 34 pax

D. Workshop Venue:

Workshop venue: can accommodate 40 pax with AV equipment and airconditioned

E. Workshop and Hygiene Kits

• Provision of hygiene kits for a total of 34 pax

• Provision of 30 workshop kits to be agreed with DOT

*Proposal may be subject to changes based on the DOT's advise

VI. BUDGET: Total budget: Php 611,420.00

VII. PAYMENT REQUIREMENTS:

- Submission of the following documents upon completion of the project for facilitation of payment:

a. Original hotel/resort manifest

b. Original trip tickets of land transfers (van)

d. DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

e. Billing Statement

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 : Jaena Guarda-Salabit

Office : Product, Planning & Development Division

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Prepared by: Approved by:

JAENA GUARDA-SALABIT PAULO BENITO S. TUGBANG, M.D

Product, Planning & Development Division Director

Office of Product and Market Development

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 (for ABC's above Php500K)

4.Duly notarized Omnibus Sworn Statement.

5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 16/10/2023

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