



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11694772

Procuring Entity DEPARTMENT OF TOURISM

Title Ground Handling to conduct Workshop on the Closing of Books and Online Submission of Reports with Regional Finance Officers

Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2025-01-0012	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 818,325.00	Document Request List	3
Delivery Period:			
Client Agency:		Date Published	26/01/2025
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 msdante@tourism.gov.ph	Last Updated / Time	26/01/2025 00:00 AM
		Closing Date / Time	30/01/2025 10:00 AM

Description

TERMS OF REFERENCE

BIDDER: Service Provider (DOT-Accredited Tour Operator)

PROJECT TITLE: Workshop on the Closing of Books and Online Submission of Reports with Regional Finance Officers

III. PROJECT DETAILS: No. of participant • 72 pax

Implementation Period : 3-7 February 2025

Venue : Tanay, Rizal

PURPOSE 1 OBJECTIVES:

The Department of Tourism - Financial and Management Service (DOT-FMS) is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing ground arrangements (transportation, accommodation, meals, and training facilities) for the conduct of the Workshop on the Closing of Books and Online Submission of Reports with Regional Finance Officers.

The activity aims to provide necessary assistance to DOT Central and Regional personnel in the proper preparation of financial statements, financial reports and review on financial operations manual.

v. MINIMUM REQUIREMENTS:

Must be a DOT-Accredited tour operator providing the following services/facilities:

1. Accommodation for a minimum of seventy-two (72) pax for four (4) nights;
 2. Meals and snacks for seventy-two (72) pax for five (5) days;
 3. One (1) function room and one (1) breakout room with fast and stable Wi-Fi internet, banquet/herringbone/fishbone set-up and audio-visual equipment for five (5) days
- Must be willing to provide services on send-bill arrangement following all related government procedures
Must arrange meals, snacks, and transportation requirements of the participants
Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

VI. SCOPE OF WORK 1 DELIVERABLES:

a) Transportation Services - Php 124,060.00

DATE RATE 1 NO. OF UNITS REMARKS

3 February 2025 (Monday) 21 ,520/ bus x 2 bus x 1 day

P43,040.00

Departure from DOT Makati Central Office to accommodation in Tanay, Rizal

Fully air-conditioned bus With 50 seating capacity, luggage compartment, driver and driver services

5 February 2025(Wednesday) 12,660/ van x 1 van x 1 day

P12,660.00 Pick up participants from the accommodation in Taney, Rizal to DOT Central Makati and;

Pick up participants from DOT Central Makati to Accommodation in Tana , Rizal

4 & 6 February 2025 (Tuesday and Thursda 12,660/ van x 1 van x 2 days

P25,320.00 Any point in Taney, Rizal

7 February 2025

(Friday) 21 ,520/ bus x 2 bus x 1 day

P43,040.00 • Departure from accommodation in Taney, Rizal to DOT Makati Central Office

TOTAL P124,060.00

Driver should be professional, experienced, well-trained, and knowledgeable of the routes from Metro Manila to Tanay, Rizal, and vice versa.

Service fee must cover expenses for fuel, toll, parking, meals/accommodation of the driver and other requirements.

Should provide immediate replacement of vehicle in case of breakdown, without additional cost.

Itinerary may be subject to change provided that the end-user must give notice.

b) Accommodation - Php 277,200.00

DATE RATE 1 NO. OF UNITS REMARKS

3-7 February

2025 (Monday to

Friday) 1,100 x 54 pax x 4 nights

P237,600.00 Accommodation in Tanay, Rizal

Check-in: 3 February 2025

Check-out: 7 February 2025 54 pax (single rooms and twin/triple/quadruple sharing rooms

3-5 February

2025 (Monday to

Wednesday) 1 ,100 x 10 pax x 2 nights

P22,000.00 Accommodation in Tanay, Rizal Check-in: 3 February 2025 Check-out: 5 February 2025 10 pax (single rooms and twin/triple/quadruple sharing rooms

5-7 February

2025

(Wednesday to

Friday) 1,100 x 8 pax x 2 nights

PI 7,600.00 Accommodation in Tanay, Rizal Check-in: 5 February 2025

Check-out: 7 February 2025 8 pax (single rooms and twin/triple/quadruple sharing rooms)

TOTAL P277,200.00

Each room with bathroom (hot and cold shower) and complimentary Wi-Fi internet service.

Inclusion of free access to all facilities and amenities within the hotel/resort.

Willing to accommodate early check-in and late check-out upon request, subject to room availability.

Should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check-in date. Must be willing to coordinate with the hotel/resort for any sudden changes.

c) Meals - Php 180,400.00

DATE RATE I NO. OF UNITS REMARKS

3 February 2025

(Monday) 220 x 2 meals x 64 pax

P28,160.00 Buffet Lunch

Buffet Dinner

Inclusive of AM and PM snack

4 February 2025

(Tuesday) 220 x 3 meals x 64 pax

P42,240.00 Buffet Breakfast

Buffet Lunch

Buffet Dinner

Inclusive of AM and PM snack

5 February 2025

(Wednesday) 220 x 2 meals x 64 pax

P28,160.00 Buffet Breakfast

Buffet Lunch
Inclusive of AM and PM snack
220 x 1 meal x 62 pax
P13,640.00 Buffet Dinner
6 February 2025
(Thursday) 220 x 3 meals x 62 pax
P40,920.00 Buffet Breakfast
Buffet Lunch
Buffet Dinner
Inclusive of AM and PM snack
7 February 2025
(Friday) 220 x 2 meals x 62 pax
P27,280.00 Buffet Breakfast
Buffet/packed Lunch
Inclusive of AM and PM snack
TOTAL P180,400.00

Bidder should submit their proposed menu.

Menu shall be open for discussion with the project officer. Preferably 1 vegetable, 3 chicken/pork/beef/fish viands, rice, dessert and drinks.

Must be able to accommodate dietary restrictions (i.e., halal, vegetarian, food allergies,

All meals and snacks must be served in the function room.

Provision of buffer meals in excess of the specified number of pax.

d) Venue Rental - Php 236,665.00

DATE RATE 1 NO. OF UNITS REMARKS

3-7 February

2025 (Monday to

Friday) 47,333/ day x 5 days

P236,665.00 One (1) Function Room

With a capacity of 70 pax

Fast and stable WiFi internet

LCD projector and Widescreen

Basic sound system

2-4 Microphones

Dedicated Technician/Technical

Assistant for the event

Outlet/extension cords for laptops for 70 ax

One (1) Breakout Room

With a capacity of 15 pax Fast and stable WiFi internet service

LCD projector and Widescreen

Outlet/extension cords for laptops for 15 ax

TOTAL P236,665.00

Within the vicinity of the hotel/resort in Tanay, Rizal.

Free flowing brewed coffee/tea and water with chips/nuts/candies during the workshop. Must be willing to coordinate for any sudden changes.

VII. APPROVED BUDGET FOR THE CONTRACT:

The total Approved Budget for the Contract is EIGHT HUNDRED EIGHTEEN THOUSAND THREE HUNDRED TWENTY-FIVE PESOS (Php 818,325.00) ONLY, inclusive of all applicable taxes and fees, and should cover all requirements enumerated above.

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

VIII. CONTACT PERSON

Contact Person • Sarah Villaverde

Contact Number • 8459-5200 local 414

Email Address : ssvillaverde@tourism.gov.ph

Approved by:

ATTY. EN C. BRION-BAKILAN

Director, Financial and Management Service

Other Information

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to msdante@tourism.gov.ph on or before 30 January 2025 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE
Date Created 25/01/2025

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