



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11719321
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement a DOT-Accredited Tour Operator for the Conduct of Streamlining of Quality Management System (QMS) Procedures of Regional Offices
Area of Delivery Metro Manila

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|--|---|------------------------------|---------------------|
| Solicitation Number: | RFQ NP-SVP 2025-02-0018 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 3 |
| Classification: | Goods - General Support Services | Bid Supplements | 0 |
| Category: | Travel, Food, Lodging and Entertainment Services | | |
| Approved Budget for the Contract: | PHP 231,560.00 | Document Request List | 1 |
| Delivery Period: | 10 Day/s | | |
| Client Agency: | | Date Published | 04/02/2025 |
| Contact Person: | NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph | Last Updated / Time | 04/02/2025 00:00 AM |
| | | Closing Date / Time | 07/02/2025 10:00 AM |

Description

I. BIDDER : Tour Operator
II. PROJECT TITLE : Streamlining of Quality Management System (QMS) Procedures of Regional Offices
III. PROJECT DATE : February 10-20, 2025
IV. PURPOSE/ OBJECTIVE : To ensure the continuous compliance of DOT to the ISO 9001:2015 Standard, the QMS Core Team, Planning Service, and Delivery Units concerned will conduct consultation and coaching to ensure the maintenance of the DOT ISO Certification through streamlining of Regional Offices' selected QMS Procedures as these are guided by statutory rules and regulations.
V. MINIMUM REQUIREMENTS:
a. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
b. Must be willing to provide services on a send bill arrangement compliant with government procedures
VI. SCOPE OF WORK AND DELIVERABLES:
A. Meals
NO. OF PAX MEAL INCLUSIVE DATES
30 AM Snack, PM Snack February 10-13, 17-19, 2025
30 Lunch
Inclusion:
• Packed Meals
• Menu must be approved by the project officer
• Menu of Lunch should include soup, beef or pork & fish or chicken, vegetable, dessert, rice, salad with one round of drink
• In the event that a special dietary requirement will be needed, the service provider must be flexible with food

choices. In addition, the project officer may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.

- Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies.
- Number of pax per food station to be determined by the project officer.
- Table and Table set-up with complete utensils for PM Snacks and Lunch

B. Accommodation Requirements

- Hotel within one (1) km radius of DOT Makati Central Office
- One (1) twin-sharing room with for the following dates:

Check-in: 11 February 2025

Check-out: 14 February 2025

Check-in: 16 February 2025

Check-out: 20 February 2025

- With the following meals

NO. OF PAX MEAL INCLUSIVE DATES

2 Breakfast February 12-14 & 17-20, 2025

2 Dinner February 11-13 & 16-19, 2025

- With WiFi access
- Billing for rooms shall be based on the number of actual occupants.

VII. BUDGET

The approved total budget is TWO HUNDRED THIRTY-ONE THOUSAND FIVE HUNDRED SIXTY PESOS (PHP 231,560.00) inclusive of all taxes and other applicable fees. 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 above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement. Project cost shall be charged against the PS GAA FY 2025 of the Planning Service subject to existing accounting and auditing rules.

VIII. CONTACT PERSON

Contact Person : RONELL M. ALICANTE

Office : Planning Service

Contact Number : 09176545677

Email Address : rmalicante@tourism.gov.ph

APPROVED BY:

MILAGROS Y. SAY

Director, Planning Service

Other Information

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 Certification/ Registration Number.

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

4. Must be Accredited by DOT.

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before 7 February 2025 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 03/02/2025

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