



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11873261

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Tour Operator services for the Visayas and Mindanao Cluster Consultation and Capacity Building on the implementation of the SPMS Manual and Guidelines on 06-09 May 2025 in Bacolod

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2025-03-0057	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 447,600.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	13/03/2025
Contact Person:	Kathleen Mae Escorial Bisares Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 kebisares@tourism.gov.ph	Last Updated / Time	13/03/2025 00:00 AM
		Closing Date / Time	17/03/2025 11:00 AM

Description

I. BIDDER : DOT Accredited Tour Operator

II. PROJECT TITLE : Cluster Consultation and Capacity Building on the implementation of the Strategic Performance Management System (SPMS) Manual and Guidelines

III. INCLUSIVE DATES : 06-09 May 2025 (Bacolod)

IV. PROJECT BACKGROUND and OBJECTIVES

The Strategic Performance Management System (SPMS) is a mechanism that links employee performance with organizational outcomes. The CSC's Memorandum Circular No. 06 and Resolution No. 1200481 created the guidelines for implementing SPMS in government organizations. In 2023, following the national government's thrust for transformation and continuous improvement, as detailed in the Philippine Development Plan (2023-2028), the DOT is likewise pursuing an internal transformation in improving its workforce competencies, including the updating of its SPMS.

A Technical Working Group (TWG) is tasked to conduct several sectoral consultation meetings to develop clearly defined success indicators for each office vis-à-vis its respective PAPs. The PMT-Secretariat is also composed of representatives from the Human Resource Division and Monitoring Division, which shall serve as Secretariat to the Performance Management Team (PMT) and the TWG. As such, the group shall submit a report/s and recommendation to the PMT concerning its undertaken activities.

The activity aims to launch the reformulated DOT SPMS Policy Guidelines and Implementation Manual which includes

the following:

- a. DOT Performance Evaluation System based on SPMS Guidelines
- b. DOT Mandate/ Strategic Priorities to Office and Individual Commitments
- c. DOT Offices performance indicators and rating guides for OPCR, DPCR, and IPCR.

V. MINIMUM REQUIREMENTS

- A. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT).
- B. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- C. Must be willing to provide services on a send bill arrangement or government procedures.

VI. SCOPE OF WORK AND DELIVERABLES

1. TRANSPORTATION RENTAL ₱ 63,000.00

DATE: 06 May (arrival) – 09 May (departure)

RATE/NO. OF UNITS: ₱4,500.00 x 6 vans x 2 days = ₱54,000.00

REMARKS:

Land Transfer (Arrival/Departure) / Workshop

- Pick up/Drop off from/at DOT
- Drop off/pick up at/from Accommodation/Venue
- Seating capacity of 8 pax
- Rental Period of 10 hours

x

DATE: 07 – 08 May (Secretariat Service/ during Workshop)

RATE/NO. OF UNITS: ₱4,500.00 x 1 vans x 2 days = ₱9,000.00

REMARKS:

- Secretariat Service/during Workshop for running errands and in case of emergency
- Rental Period of 10 hours

- Rental will be from 06-09 May 2025
- Inclusive of the professional fees and meals of the Drivers
- Driver(s) must be in uniform or decent attire
- Inclusive of fuel and other expenses such as toll and parking fees and applicable environmental fees

2. ACCOMMODATION ₱ 243,000.00

DATE: 06 – 08 May

ROOM RATE/PAX/NIGHT: ₱1,800.00 x 45pax x 3 nights = ₱243,000.00

REMARKS:

- o Check-in: May 6, 2025
- o Check-out: May 9, 2025
- o 22 Twin-Sharing
- o 1 single room
- Accommodation must be DOT-accredited and must be located within Bacolod.

3. FUNCTION ROOM ₱ 52,500.00

DATE: 06 – 09 May

ROOM RATE/PAX/DAY: ₱17,500.00 x 3 days = ₱52,500.00

REMARKS:

- o Use of venue on 06-09 May 2025 (half day for May 06 and 09)
- o Must be able to accommodate more than 30 pax
- o Free-flowing coffee/hot chocolate/tea and water station with nuts, and candies
- o Complimentary use of Business Center
- Projector screen/s
- PA Sound System (wireless and with stand microphones, speakers, etc)
- Strong Wi-Fi connection & Printers with toner and paper

4. MEAL REQUIREMENTS ₱ 89,100.00

AM AND PM SNACKS

DATE: 06 – 09 May

FOOD RATE/PAX/DAY: ₱ 180.00 x 45 pax x 4 days = ₱ 32,400.00

LUNCH

DATE: 06 – 09 May

FOOD RATE/PAX/DAY: ₱ 180.00 x 45 pax x 4 days = ₱ 32,400.00

DINNER

DATE: 06 – 09 May

FOOD RATE/PAX/DAY: ₱ 180.00 x 45 pax x 3 days = ₱ 24,300.00

VII. BUDGET

The total budget for the project is FOUR HUNDRED FORTY-SEVEN THOUSAND SIX HUNDRED PESOS (Php447,600.00) inclusive of all applicable taxes and should cover all requirements enumerated above.

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.

VIII. CONTACT INFORMATION

Prepared by: Noted by:

JIM RAY R. BAGSIC MILAGROS Y. SAY
Planning Officer II Director, Planning Service
Contact Details:
0945-125-3789
jrbagsic@tourism.gov.ph

Other Information

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. Duly notarized Omnibus Sworn Statement.
4. Must be a DOT-accredited tour operator.

Created by Kathleen Mae Escorial Bisares

Date Created 12/03/2025

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