



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8651196  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of services of a Tour Operator for the LAS Mid-Year Assessment  
**Area of Delivery**

<b>Solicitation Number:</b>	2022-05-051	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	07/05/2022
<b>Approved Budget for the Contract:</b>	PHP 272,000.00	<b>Last Updated / Time</b>	06/05/2022 15:01 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	10/05/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

##### TERMS OF REFERENCE

Procurement of services of a tour operator for the LAS Mid-Year Assessment  
 I. Project

Department of Tourism (DOT) – Legal Affairs Service’s (LAS) Mid-Year Performance Evaluation, Utilization Assessment, and Task Reassignment on 01 to 03 June 2022 in Baguio City.

##### II. Purpose / Objective

The LAS Mid-Year Performance Evaluation, Utilization Assessment, and Task Reassignment activity (“LAS Mid-Year Assessment”) aims to boost the LAS office’s productivity by identifying measures for improvement of business processes, budget utilization, and attainment of Quality Management System (QMS) quality objectives.

During the LAS Mid-Year Assessment, LAS will:

- Review its business processes and assess areas for improvement;
- Review the implementation of projects;
- Assess the budget utilization and make funding adjustments for the 2nd semester of FY 2022;
- Evaluate procedures relative to Quality Management System quality procedure and aligned documents.

Likewise, a resource person will conduct capacity development activities to strengthen relationships among the LAS team and promote camaraderie, employee welfare, and skills development in time management and improving the conduct of complete staff work.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land transfers, accommodation, meal requirements, a resource person, training venue, and technical assistance during the LAS Mid-Year Assessment.

### III. Minimum Requirements

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.

### IV. Scope of Deliverables

#### A. Transportation rental of airconditioned bus or coaster inclusive of:

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s
2. Driver and coordinator's fees, meals, accommodation
3. Fuel expenses, toll fees, parking fees, environmental fees

#### Date Particulars

01 June 2022 Wednesday Makati City to Baguio City

For twenty (20) persons with luggage bags

02 June 2022 Thursday Baguio City

For twenty (20) persons

03 June 2022

Friday Baguio City to Makati City

For twenty (20) persons with luggage bags

#### B. DOT-accredited accommodation in Baguio City for 3 days and 2 nights for 20 persons

Check-in 01 June 2022 – Wednesday

Check-out 03 June 2022 – Friday

1. Nine (9) twin-sharing rooms for eighteen (18) LAS staff
2. Two (2) solo rooms for the LAS Director and Legal and Special Concerns Undersecretary
3. With complimentary breakfast and WiFi access
4. Open to reduction of number of rooms in case the target number of 20 participants is not met

#### C. Hotel function room on 01 and 02 June 2022 for twenty (20) persons

1. 1st session on 01 June 2022 from 2PM to 5PM
2. 2nd session on 02 June 2022 from 8AM to 12NN
3. Well ventilated and well lighted private function room with stable WiFi connection
4. Classroom set-up or boardroom set-up with a separate table for at least three (3) LAS secretariat
5. With at least (2) units of wireless microphone and speakers
6. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard

#### D. Resource person to conduct a capacity development activity on 02 June 2022

1. With experience in conducting capacity development activities for private groups or government agencies
2. Preferred topic or activity:
  - a. Complete staff work;
  - b. Working with a team;
  - c. Time management; and
  - d. Employee engagement activities.
3. Preferably a resident of Baguio City

#### E. Meal requirements for at least twenty (20) persons

01 June 2022

Wednesday 02 June 2022

Thursday 03 June 2022

Friday

Breakfast Takeaway meals\* for 20 persons to be distributed prior to departure in Makati City Complimentary breakfast for 20 persons Complimentary breakfast for 20 persons

Lunch Meals at a local restaurant in Baguio City for 20 persons With free-flowing brewed coffee during training from 8am to 12nn

Meals at the training venue for 21 persons Meals at a local restaurant in Baguio City for 20 persons

Dinner With free-flowing brewed coffee during training from 2pm to 5pm

Meals at the training venue for 20 persons Meals at a local restaurant in Baguio City for 20 persons Takeaway meals\* to be distributed prior to arrival in Makati City

\* Packed meals shall include water, juice, or coffee

F. Outdoor activity-based teambuilding (02 June 2022)

1. Transportation services to an outdoor tourist attraction in Baguio City where the LAS can conduct activity-based teambuilding.

2. Proposed location: Camp John Hay

V. Total Budget

Two Hundred Seventy-Two Thousand Pesos (Php 272,000.00), inclusive of applicable taxes and other charges.

VI. Project Officers

Contact Persons: Janen Punit and Justine Rico

Office: Legal Affairs Service

Contact Numbers: 459-5200 (loc. 614) | +63 995 0898 001 | +63 9052421739

Email address: legal@tourism.gov.ph

Prepared by:

JUSTINE CLAIRE RICO JANEN E. PUNIT

Legal Assistant II Administrative Assistant III

Approved by:

LARA ESTEVEZ-AUSTRIA

Director, Legal Affairs Service

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	TOUR OPERATOR	Procurement of services of a tour operator for the LAS Mid-Year Assessment	1	Lot	272,000.00

**Created by** MAITA SUMOGAD DANTE

**Date Created** 06/05/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.