



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6180553
Procuring Entity DEPARTMENT OF TOURISM
Title Harmonized Gender and Development Guidelines for Tourism for Tourism (HGDGT) Workshop (Davao) - May 29-31, 2019

Area of Delivery

Solicitation Number:	2019-05-0082	Status	Pending
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 612,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	08/05/2019
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 t_roman@yaho.com.ph	Last Updated / Time	07/05/2019 10:45 AM
		Closing Date / Time	14/05/2019 14:00 PM

Description

The Department of Tourism, through the Gender and Development (GAD) Focal Point System, will be conducting the Harmonized GAD Guidelines for Tourism (HGGT) Workshop on 28 May – 01 June 2019 in Davao City. The workshop aims to capacitate the DOT GAD Duty Bearers in identifying gender-responsive PAPs and the corresponding budgetary component that can be attributed to GAD in preparation for GAD Planning and Budgeting for FY 2020.

2. PURPOSE / OBJECTIVE

The DOT-GAD FGPS is in need of the services of a DOT-accredited tourism enterprise in the Philippines to provide ground handling arrangements for the workshop to be held in Davao City.

3. MINIMUM REQUIREMENTS

- Must be a DOT-Accredited service provider (Tour Operator)
- Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.
- PhilGEPS registered

4. SCOPE OF DELIVERABLES

- 5 days / 4 nights accommodation in a DOT-Accredited Hotel
- Twenty (20) twin-sharing rooms (twin beds)
- With complimentary breakfast
- Complimentary use of Wi-Fi
- Check-in: 28 May 2019
- Check-out: 01 June 2019

Note:

1. Hotel must be DOT accredited (at least three (3) star or its equivalent) and located in Davao City
2. Willing to accommodate early check in and late check-out upon request, subject to availability of rooms
3. Willing to provide One (1) Complimentary Rooms in addition to the required rooms
4. Open to special arrangements in case number of participants of the same sex is not met.
5. The hotel should be open for cancellation of room booking once not occupied by the participants without cost.

- Use of Function Room on 29-30 May 2019
- Can accommodate at least 40 pax for at least 9 hours classroom setup (0800H – 1800H)
- Function room must be on the same hotel and has the most modern meeting room facilities
- Well maintained and clean room accommodation and function room facilities
- Inclusive of AM/PM Snacks and Buffet Lunch

- Menu should be approved by project officer at least 3 days prior to the activity. In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices
- Free flowing coffee/hot chocolate/tea and water station with nuts, and candies
- Complimentary WIFI connection for the duration of the training
- Basic Sound System, 3 microphones, LCD projector, pads and pencils
- Dedicated technician for the whole duration of event
- Registration Table
- Outlets/extension cords for laptops
- Tarpaulin Backdrop

- Dinner
- Duration: 28-30 May 2019
- Location must be within Davao City
- For at least 40 pax

- Technical Tour to GAD Responsive Facilities
- Date: 31 May 2019
- Must include AM/PM Snacks, Lunch and Dinner
- One (1) Bus (in excellent running condition) that can accommodate forty (40) pax
- Itinerary must be approved by and coordinated with project officer
- Inclusion of all applicable fees
- Travel Insurance
- One Professional Tour Guide to assist the technical tour of the group

Note: Tour operator to suggest other destinations/stops that may be included in the itinerary technical tour destinations may be subject to change.
(upon reasonable notice to the tour operator)

TECHNICAL TOUR SCHEDULE - sites to be visited are the following GAD-related learning hubs:
CHILD MINDING CENTERS:

- Kean Gabriel at San Pedro Police Station
- Child Minding Center at CSSDO (Gov't Funded)

WOMEN EMPOWERMENT COUNCIL

- Ray of Hope at Maa Jail
- Sidlakan (for women concerns/abuses/problems) at Buacan SIR Sandawa
- Office of the Special Council for VOW

- Transportation Requirements
- Date: 28 May – 01 June 2019
- All vehicles are inclusive of:
 - Fuel and parking fees; and meals of drivers
 - All vehicle must be in excellent running condition
 - Professional, experienced, well trained and courteous drivers.

Date Route

28 May 2019 From Airport to Hotel
(Drop-off and Pick-up Only)
29 May 2019 Hotel to Dinner to Hotel
(Drop-off and Pick-up Only)
30 May 2019 Hotel to Dinner to Hotel
(Drop-off and Pick-up Only)
01 June 2019 From Hotel to Airport
(Drop-off and Pick-up Only)

Note: Project Officer to coordinate with the winning bidder on the schedule of arrival of the participants.

5. OTHER REQUIREMENTS

- Tour Operator preferably based in Davao City to ensure proper coordination and implementation in Davao City
- Tour Operator shall provide at least One (1) representative to assist the group during the entire duration of the seminar/workshop and technical tour activities.

6. APPROVED BUDGET OF THE CONTRACT

SIX HUNDRED TWELVE THOUSAND PESOS ONLY (Php 612,000.00)
Inclusive of Applicable Taxes

7. TERMS OF PAYMENT

- Government Procedure | Send Bill Arrangement

8. CONTACT PERSON

Ms. Dimple A. Santos
+632 459-5200 local 410
dimple.santos22@gmail.com

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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to Ms. Teresita A. Romanes at the Department of Tourism #351 Sen. Gil Puyat Avenue, Makati City Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 07/05/2019

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