



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6678941
Procuring Entity DEPARTMENT OF TOURISM
Title Legal Affairs Services's (LAS) Year-End Assessment and Strategic Planning 2019
Area of Delivery

Solicitation Number:	2019-11-0327	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	21/11/2019
Approved Budget for the Contract:	PHP 290,100.51	Last Updated / Time	20/11/2019 19:30 PM
Delivery Period:		Closing Date / Time	25/11/2019 16:00 PM
Client Agency:			
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_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. PROJECT

Department of Tourism – Legal Affairs Service's (LAS) Year-End Assessment and Strategic Planning 2019

II. PURPOSE / OBJECTIVE

The LAS Strategic Planning and Year End Assessment activity aims to boost the productivity of the LAS office through the identification of measures needed to obtain its targets and objectives, and to evaluate the LAS' internal policies, procedures, and turnaround time of drafted outputs.

The activity is envisioned to help the office improve its processes, procedures, and outputs and encourage strong team collaboration.

For this undertaking, DOT is in need of the services of a ground handler / tour operator to provide arrangements for land and water transfers, accommodation, meal requirements and assistance during collaborative activities.

III. MINIMUM REQUIREMENTS

- Must be DOT-accredited service provider.
- Willing to provide services on a send bill arrangement.

IV. TENTATIVE SCHEDULE OF ACTIVITIES

19 December 2019 (Thursday) REMARKS

morning Arrival in Caticlan (around 10:00AM)

afternoon Lunch at a local restaurant c/o Tour Operator

Check in

Performance assessment, planning session, and target setting c/o Hotel

20 December 2019 (Friday)

whole day "Experiential Outdoor Learning and Sustainable Tourism Assessment Activity"

Team development activities, and experiential outdoor learning and assessment through observation of sustainable practices of the islands c/o Tour Operator

evening Dinner at local Restaurant c/o Tour Operator

21 December 2019 (Saturday)

afternoon Departure in Caticlan (around 12:00PM)

V. SCOPE OF DELIVERABLES

A. Transportation

19 December 2019 (Thursday)

1. Van Rental

(Caticlan Airport to Caticlan Jetty Port; Cagban Jetty Port to Lunch Venue; and Lunch Venue to Hotel/Resort)

2. Ferry Boat

(Caticlan Jetty Port to Cagban Jetty Port)

-*Inclusive of Environmental Fee and Terminal Fee -Twenty-One (21) pax with luggage bags

*Pick-up time based on the arrival time of the passengers

20 December 2019 (Friday)

Van and boat rental (see Item E)

Experiential Outdoor Learning and Assessment Activity

- Twenty-One (21) pax

Van Rental - Twenty-One (21) pax

- Hotel/Resort to local restaurant and vice versa

21 December 2019 (Saturday)

Van Rental (Hotel/Resort to Cagban Jetty Port and Caticlan Jetty Port to Caticlan Airport)

Ferry Boat

(Cagban Jetty Port to Caticlan Jetty Port)

-*Inclusive of Terminal Fee -Twenty-One (21) pax with luggage bags

-*Hotel pick-up time to based on the departure time of the passengers

B. Accommodation (3 days and 2 nights)

Location Beach front or at least walking distance to the beach

Check-in 19 December 2019 – Thursday

Check-out 21 December 2019 – Saturday

10 twin-sharing rooms

2 solo room

DOT-accredited hotel / resort

At least 3-star hotel / resort

w/ complimentary breakfast

WiFi access inside the rooms

Use of the establishment's recreational facilities

Open to cancellation of booking in case target number of participants is not met

C. Hotel Function Room (19 December 2019)

Air-Conditioned Private Function Room

Board room set-up /classroom set-up

Wireless microphone 3 units

Projector and clicker with VGA or HDMI cable

Whiteboard 1 unit

Meals (PM Snacks) 21 persons

Free-flowing brewed coffee and tea
WiFi access

D. Meal Requirements for Twenty-One (21) pax

19 December
(check-in) 20 December
Experiential Outdoor Learning and Sustainable Tourism Assessment Activity 21 December
(check-out)

-

*Lunch (local restaurant) Buffet breakfast (c/o Hotel/Resort Venue) Buffet breakfast **
Experiential Outdoor Learning and Assessment Activity (snacks and lunch to be included in the package) Lunch
(Hotel/Resort Venue)
PM Snacks during planning session (Hotel/Resort Venue)
Dinner (Hotel/Resort Venue) Dinner (local restaurant)
* NOTE: Participants shall be provided with snacks or lunch depending on the time of arrival or departure
**Hotel complimentary breakfast

E. Experiential Outdoor Learning and Sustainable Tourism Assessment Activity (20 December 2019)

- Ocular inspection of rehabilitated sites and islands;
- Suggested destinations shall be subject to final approval by the end-user;
- Suggested locations:
 - Ariel's Point
 - Puka Beach
 - Crystal cove
- Inclusive of transportation (land and water) as well as driver and driver's meals, fuel and other expenses such as toll, parking fees and entrance fees.
- Inclusive of snacks and lunch; and
- With accredited Tour Guide to assist the group.

VI. APPROVED BUDGET OF CONTRACT (ABC) : Php 290,100.51

VII. PROJECT OFFICERS

Contact Persons: Janen Punit and Justine Rico
Office: 6th Legal Affairs Service
The New DOT Building, 351 Sen. Gil Puyat Ave.
Makati City, 1200
Contact Number: 459-5200 (loc. 614)
Email: legalservice.dot@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)
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above Php500K))
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

Created by TERESITA A. ROMANES

Date Created 20/11/2019

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