



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6924482
Procuring Entity DEPARTMENT OF TOURISM
Title ASIA PACIFIC ECONOMIC COOPERATION (APEC) Funded Program Workshop in Davao on 16-18 March and in Clark on 19-21 March 2020

Area of Delivery

Solicitation Number:	2020-03-0045	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	10/03/2020
Approved Budget for the Contract:	PHP 945,800.00	Last Updated / Time	09/03/2020 17:16 PM
Delivery Period:		Closing Date / Time	13/03/2020 10:00 AM
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

ASIA PACIFIC ECONOMIC COOPERATION (APEC)
FUNDED PROGRAM WORKSHOP
16-18 March 2020 | Davao
19-21 March 2020 | Clark

Terms of Reference

Requirement: Travel and Tour Operator

I. Background:

The Asia-Pacific Economic Cooperation (APEC) is a regional economic forum established to leverage the growing interdependence of the Asia-Pacific. The APEC's 21 members aim to create greater prosperity for the people of the region by promoting balanced, inclusive, sustainable, innovative and secure a growth by accelerating regional economic integration.

APEC projects translate policy directives of APEC Economic Leaders and Ministers into action that deliver tangible benefits for the people living in the Asia-Pacific region through workshops, seminar, training, research and publications.

APEC provides funding for around 100 projects each year with approximately USD 15.4 million available last year. It is open to 21 member economies, public and government sector organization and external stakeholders.

The Department of Tourism (DOT), through the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) – Policy Formulation and International Cooperation Division (PFICD), will organize a Workshop on APEC Funded Program Forum on 17 March 2020 in Davao and 20 March 2020 in Clark, Pampanga. The said workshop aims to (1) disseminate information with regards to the APEC projects and approval process, funding information and procedures, (2) provide guidelines for an effective and efficient preparation of concept note and project proposals and (3) encourage the DOT operating units and tourism key players to partake in the APEC development opportunities.

In line with this, the DOT is in need of a DOT accredited Travel and Tour Operator that will execute the following requirements needed for the conduct of the said workshops:

A. ITEMS AND SERVICES

16-18 MARCH 2020 | DAVAO

1. Accommodation

- Must be DOT Accredited
 - Must be located in Davao City
 - Twin-sharing rooms inclusive of breakfast (detail as follows)
 - o Room Quantity: 5 rooms
 - o No. of nights: 2 nights (16-18 March 2020)
- Sub-Total Amount for Accommodation: Php 48,000.00

2. Meals

2.1. Lunch

- o No. of pax: Six (6) pax
- o Date/s: 16-18 March 2020

2.2. Dinner

- o No. of pax: Six (6) pax
- o Date/s: 16-17 March 2020

2.3. AM and PM snacks

- o No. of pax: Six (6) pax
- o Date/s: 16-18 March 2020

3. Conference Venue

- Must within the hotel accommodation
 - Must include AM & PM snacks and buffet lunch
 - Venue can accommodate 100 pax
 - Must have PA system, projector and screen
 - Round table set-up
 - Inclusive of overflowing coffee & tea and candies & chips
 - Date of workshop: 17 March 2020
- Sub-Total Amount for Meals and Conference Venue: Php 262,400.00

4. Transportation (Secretariat Vehicle)

- o No. of van/s: one (1) van
 - o No. of day/s: three (3) days | 16-18 March 2020
- Sub-Total Amount for Transportation: Php 30,000.00

5. Conference Kits and Tokens

- Notebook and pen
 - A locally-produced products
 - o No. of pieces notebook and tokens: 350 pcs
- Sub-Total Amount for Conference Kits and Tokens: Php 245,000.00

19-21 MARCH 2020 | CLARK

1. Accommodation

- Must be DOT Accredited
 - Must be located in Clark, Pampanga
 - Twin-sharing rooms inclusive of breakfast (detail as follows)
 - o Room Quantity: 5 rooms
 - o No. of nights: 2 nights (19-21 March 2020)
- Sub-Total Amount for Accommodation: Php 48,000.00

2. Meals

2.1. Lunch

- o No. of pax: Six (6) pax
- o Date/s: 19-21 March 2020

2.2. Dinner

- o No. of pax: Six (6) pax
- o Date/s: 19-20 March 2020

2.3. AM and PM snacks

- o No. of pax: Six (6) pax
- o Date/s: 19-21 March 2020

3. Conference Venue

- Must within the hotel accommodation
- Must include AM & PM snacks and buffet lunch
- Venue can accommodate 100 pax
- Must have PA system, projector and screen

-Round table set-up
 -Inclusive of overflowing coffee & tea and candies & chips
 -Date of workshop: 20 March 2020
 Sub-Total Amount for Meals and Conference Venue: Php 262, 400.00
 4. Transportation
 4.1. Secretariat Vehicle
 o No. of van/s: one (1) van
 o No. of day/s: one (1) days | 20 March 2020
 4.2. Ground Transportation
 Makati-Clark and Clark Manila
 o No. of van/s: two (2) vans
 o No. of day/s: two (2) days | 19 March 2020 and 21 March 2020
 Sub-Total Amount for Transportation: Php 50,000.00

E. Total Amount for the Project: PHP 945,800.00

F. Other Requirements: Must be a DOT Accredited Travel and Tour Operator

G. Payment: Government Procedure

H. Contact Details

Kim Benedict B. Vito
 Tel. No. (632) 459-5200 to 30 local 514
 Fax No. (632) 890-0544
 Email: kbvito@tourism.gov.ph | ird@tourism.gov.ph

PREPARED BY:

KIM BENEDICT B. VITO
 Tourism Operations Officer I
 Policy Formulation and International Cooperation

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 09/03/2020

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