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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6774222
Procuring Entity DEPARTMENT OF TOURISM
Title Development of the Philippine Tourism Manual on Climate Change in Bukidnon, Albay, Cebu and Manila

Area of Delivery

Solicitation Number:	2019-12-0402	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	Document Request List	0
Approved Budget for the Contract:	PHP 900,000.00	Date Published	21/12/2019
Delivery Period:		Last Updated / Time	20/12/2019 16:52 PM
Client Agency:		Closing Date / Time	26/12/2019 10:00 AM
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

Travel and Tour Operator

Development of the Philippine Tourism Manual on Climate Change

Bukidnon, Albay, Cebu, and Manila

I. BACKGROUND

The Climate Expenditure Tagging (CCET) under Joint Memorandum Circular No. 2015-01 (amending JMC 2014-01) lays the foundation of climate budgeting. Last year 2018, the Department of Tourism (DOT) in collaboration with the CCC institutionalized the Climate Budget Tagging (CBT) system. The DOT facilitated several workshops held in Manila, Naga and Siargao in line with CCET. The objective of the workshop is to identify and track climate responsive expenditure in the budget. Also, CCET generates timely statistics and baseline information for assessing trends, tracking budget execution, and monitoring physical performance. Corresponding typologies such as adaptation and mitigation was introduced by CCC to the Department of Tourism (DOT) in the previous workshops.

To date, the DOT will be developing a manual entitled Philippine Tourism on Climate Change. The manual will feature guidelines, national and local policies, introduce strategic priorities, and approaches on climate change adaptation and mitigation. The said manual will attribute to the development of awareness programs for the tourism industry, private sectors, including local government units (LGUs) and those at the grassroots level. The basis of creating the manual will root from the existing ASEAN Framework on Climate Change.

A. 27-29 January 2020 I Bukidnon

1. ACCOMMODATION

- Must be DOT accredited
 - Must be located in Bukidnon
 - Twin-sharing room inclusive of breakfast (details as follows)
 - o Room quantity: 5 rooms
 - o Number of nights: 2 nights and 3 days
 - o Check in: 27 January 2020
 - o Check out: 29 January 2020
- Sub-Total Amount: Php 60,000.00

2. MEALS

- 27 January 2020: Breakfast, lunch and dinner for 10 pax
 - 28 January 2020: Dinner for 10 pax
 - 29 January 2020: Lunch for 10 pax
- Sub-Total Amount: Php 40,000.00

3. MEALS AND VENUE PACKAGE

- Must be within the hotel accommodation or nearby
 - Must include AM and PM snack and buffet lunch
 - Venue can accommodate 40 pax
 - Date of workshop: 28 January 2020
 - Must have PA system, projector, and screen
 - Classroom set-up
 - Inclusive of overflowing coffee and tea, mints and chips, and pencil and pads
- Sub-Total Amount: Php 80,000.00

4. SUPPLIES AND CORPORATE GIVEAWAYS

- Provision of kits and tokens (eco-notebook and pen, ID holder and lace, envelope, flash drive 16GB, collared shirt, and string bag) for 40 pax to be used during the workshop.
- Sub-Total Amount: Php 40,000.00

5. TRANSPORTATION SERVICE

1. Must be DOT Accredited Tourist Transport
 2. Must provide 1 unit of air-conditioned van to be used on 27-29 January 2020 (within Bukidnon only)
 3. Provision of focal person / dispatcher
 4. Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers
- Sub-Total Amount: Php 30,000.00

APPROVED BUDGET FOR CONTRACT: PHP 250,000

B. 03-05 February 2020 I Legazpi, Albay

1. ACCOMMODATION

- Must be DOT accredited
 - Must be located in Legazpi, Albay
 - Twin-sharing room inclusive of breakfast (details as follows)
 - o Room quantity: 5 rooms
 - o Number of nights: 2 nights and 3 days
 - o Check in: 03 February 2020
 - o Check out: 05 February 2020
- Sub-Total Amount: Php 60,000.00

2. MEALS

- 03 February 2020: Breakfast, lunch and dinner for 10 pax
 - 04 February 2020: Dinner for 10 pax
 - 05 February 2020: Lunch for 10 pax
- Sub-Total Amount: Php 40,000.00

3. MEALS AND VENUE PACKAGE

- Must be within the hotel accommodation or nearby
 - Must include AM and PM snack and buffet lunch
 - Venue can accommodate 40 pax
 - Date of workshop: 04 February 2020
 - Must have PA system, projector, and screen
 - Classroom set-up
 - Inclusive of overflowing coffee and tea, mints and chips, and pencil and pads
- Sub-Total Amount: Php 80,000.00

4. SUPPLIES AND CORPORATE GIVEAWAYS

- Provision of kits and tokens (eco-notebook and pen, ID holder and lace, envelope, flash drive 16GB, collared shirt, and string bag) for 40 pax to be used during the workshop.
- Sub-Total Amount: Php 40,000.00

5. TRANSPORTATION SERVICE

5. Must be DOT Accredited Tourist Transport
 6. Must provide 1 unit of air-conditioned van to be used on 27-29 January 2020 (within Legazpi and Naga only)
 7. Provision of focal person / dispatcher
 8. Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers
- Sub-Total Amount: Php 30,000.00

APPROVED BUDGET FOR CONTRACT: PHP 250,000

C. 17-19 February 2020 I Malapascua, Cebu

1. ACCOMMODATION

- Must be DOT accredited
 - Must be located in Malapascua
 - Twin-sharing room inclusive of breakfast (details as follows)
 - o Room quantity: 5 rooms
 - o Number of nights: 2 nights and 3 days
 - o Check in: 17 February 2020
 - o Check out: 19 February 2020
- Sub-Total Amount: Php 60,000.00

2. MEALS

- 17 February 2020: Breakfast, lunch and dinner for 10 pax
 - 18 February 2020: Dinner for 10 pax
 - 19 February 2020: Lunch for 10 pax
- Sub-Total Amount: Php 40,000.00

3. MEALS AND VENUE PACKAGE

- Must be within the hotel accommodation or nearby
 - Must include AM and PM snack and buffet lunch
 - Venue can accommodate 40 pax
 - Date of workshop: 18 February 2020
 - Must have PA system, projector, and screen
 - Classroom set-up
 - Inclusive of overflowing coffee and tea, mints and chips, and pencil and pads
- Sub-Total Amount: Php 80,000.00

4. SUPPLIES AND CORPORATE GIVEAWAYS

- Provision of kits and tokens (eco-notebook and pen, ID holder and lace, envelope, flash drive 16GB, collared shirt, and string bag) for 40 pax to be used during the workshop.
- Sub-Total Amount: Php 40,000.00

5. TRANSPORTATION SERVICE

9. Must be DOT Accredited Tourist Transport
 10. Must provide 1 unit of air-conditioned van to be used on 17-19 February 2020 (within Malapascua only)
 11. Provision of focal person / dispatcher
 12. Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers
- Sub-Total Amount: Php 30,000.00

APPROVED BUDGET FOR CONTRACT: PHP 250,000

D. 21 February 2020 I Manila

1. MEALS AND VENUE PACKAGE

- Must be within the hotel accommodation or nearby
 - Must include AM and PM snack and buffet lunch
 - Venue can accommodate 40 pax
 - Date of consultation: 21 February 2020
 - Must have PA system, projector, and screen
 - Classroom set-up
 - Inclusive of overflowing coffee and tea, mints and chips, and pencil and pads
- Sub-Total Amount: Php 100,000.00

4. SUPPLIES AND CORPORATE GIVEAWAYS

- Provision of kits and tokens (eco-notebook and pen, ID holder and lace, envelope, flash drive 16GB, collared shirt, and string bag) for 40 pax to be used during the workshop.
- Sub-Total Amount: Php 40,000.00

5. TRANSPORTATION SERVICE

13. Must be DOT Accredited Tourist Transport
 14. Must provide 1 unit of air-conditioned van to be used on 21 February 2020 (within City of Manila only)
 15. Provision of focal person / dispatcher
 16. Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers
- Sub-Total Amount: Php 10,000.00

APPROVED BUDGET FOR CONTRACT: PHP 150,000

F. PAYMENT: Government procedure

TOTAL APPROVED BUDGET FOR CONTRACT: PHP 900,000

Contact Person:

Ms. Mylene D. Talana
Policy Formulation and International Cooperation Division
Contact No.: 0966-614-3948 | 459-5200 to 30 local 514
Email Address: pdot.pficd@gmail.com | mdtalana@tourism.gov.

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 20/12/2019

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