



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9004433
Procuring Entity DEPARTMENT OF TOURISM
Title 33rd Philippine Travel Mart 2022 September 29 to October 2, 2022 (ingress, event proper, egress) September 30 to October 2, 2022 (actual event dates) SMX Convention Center, MOA Complex, Pasay City

Area of Delivery

Solicitation Number:	2022-09-098	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	10/09/2022
Approved Budget for the Contract:	PHP 957,600.00	Last Updated / Time	09/09/2022 17:32 PM
Delivery Period:		Closing Date / Time	13/09/2022 10:00 AM
Client Agency:			
Contact Person:	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

TECHNICAL SPECIFICATIONS

I. BIDDER : Ground Handling Services

II. PROJECT TITLE : 33rd Philippine Travel Mart 2022
September 29 to October 2, 2022 (ingress, event proper, egress)
September 30 to October 2, 2022 (actual event dates)
SMX Convention Center, MOA Complex, Pasay City

III. PURPOSE/OBJECTIVES

The Department of Tourism (DOT) is in need of the services of a DOT-accredited local tour operator engaged in the business of providing domestic ground handling services- tourist transport services, accommodations, meals, for the Department's participation in the 33rd Philippine Travel Mart.

IV. MINIMUM REQUIREMENTS:

- A. Must be accredited by the DOT
- B. Must be willing to provide services on send - bill arrangement
- C. Must have experience in handling DOT domestic tour groups within the last 5 years;
- D. Ground arrangement for tour package (tourist transport services with social distancing considerations, twin-

sharing accommodations, full board meals and snacks, toll and entrance fees and other related services)
E. Provide an extended / longer option dates (without penalties or price increase) and option for re-booking of actual (audit and caravan) tour dates and cancellation (without penalties)

V. SCOPE OF WORK

A. Tourist Transport Services:

1.1 Transport requirements: 4 vans with drivers, toll, drivers' meals, parking and entrance fees;
5 days and 4 nights @ 12 hrs. per day / Secretariat and DOT Regional Office use

Day Route Remarks

September 29, 2022 Makati, Pasay Event ingress

Pick up NAIA T2/T3/T4 to Pasay

September 30 to October 2, 2022 Makati, Pasay, and environs Event proper

October 3, 2022 Pasay, Makati Pick up Pasay to NAIA T2/T3/T4

Pick up Pasay to Makati

*Unutilized vehicles, if any, must not be charged to the DOT and be excluded from the final billing.

B. Accommodation:

o Provision of twin sharing room hotel accommodation for Regional tour operators, DOT Employees and Officials;

o Provision of tour coordinator to monitor and assist guests;

o Must be a DOT-accredited multiple use hotel;

o Must be at least a 3-star hotel located less than 2km from SMX Convention Center, Pasay City; Hotel Must be along Seaside Boulevard

o Must provide free shuttle services to SMX Convention Center/SM MOA

o Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing;

o Participants: Regional tour operators and DOT Regional Employees/Officials

o No. of Pax: 45 to 50 pax

No. of Rooms Room Type Meals Check-in Check-out

25 Twin sharing Breakfast September 29, 2022 October 3, 2022

C. Meals:

o Provision of meals for DOT Secretariat, DOT Regional Employees and Officials, Regional Tour Operators;

o Provision of packed meals (from authorized SMX caterer) starting from the night of September 29, 2022 until October 2, 2022

Date Type No. of Pax Remarks

Sep 30 to Oct 2, 2022 Lunch 42 Packed lunch, with 1 round of drinks

Sep 30 to Oct 2, 2022 Snacks 42 Packed snacks, with 1 round of drinks

Sep 29 to 30, Oct 2, 2022 Dinner 42 Packed dinner, with 1 round of drinks

VI. BUDGET:

Particulars Budget (PHP) Remarks

Accommodations, transportation, meals, parking, toll, entrance, and all other fees Php 957,600.00 All-inclusive and based on approved budget and attached quotation

GRAND TOTAL

The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. CONTACT PERSON

Contact Person : KATHERINE PATAWARAN

Address : Office of Product and Market Development (OPMD) –

Product Monitoring and Evaluation Division /

5F, The New DOT Building, 351 Senator Gil Puyat Avenue,

Brgy. Bel Air, Makati City, 1200

Contact Number : (632) 8459-5200 local 510, 0956 183 4106- Patawaran

Email Address : kpatawaran@tourism.gov.ph

APPROVED BY:

PAULO BENITO S. TUGBANG, M.D.

Director, Office of Product and Market Development

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 (for ABC's above PhP500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by MAITA SUMOGAD DANTE

Date Created 09/09/2022

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