



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9089218
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator Services for the DOT's 2nd Internal Quality Audit on 17-31 October 2022

Area of Delivery

Solicitation Number:	2022-10-158	Status	Active
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 450,200.46	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	07/10/2022
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph	Last Updated / Time	07/10/2022 00:00 AM
		Closing Date / Time	10/10/2022 09:00 AM

Description

I. BIDDER : Service Provider (DOT-Accredited Tour Operator)

II. PROJECT TITLE : DOT's 2nd Internal Quality Audit for FY 2022

III. PROJECT DATE : 17-31 October 2022

PURPOSE/ OBJECTIVE : The Department of Tourism – Planning Service is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing land transport service and domestic airfare for the conduct of DOT's 2nd Internal Quality Audit for FY 2022

IV. SCOPE OF WORK

a. Accommodation

- Hotel within one (1) km radius from DOT Makati Central Office
- One (1) Twin-sharing room with complementary breakfast

Check-in: 18 October 2022

Check-out: 21 October 2022

- With WiFi access
- Meals Requirements

- Dinner for 2 pax on 18 to 20 October 2022

- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)
- Transportation Requirements
- Roundtrip Airport Transfer on 18 and 21 October 2022 for 2 pax
- Must include: well-groomed Driver, Driver's meal, fuel, toll fees, parking fee, and any applicable fees

b. Flight (Airfare and luggage)

Date	Route	Preferred	Departure	Time	Number of Pax	Remarks
Oct. 18	Manila – Tuguegarao	0600H	–	0700H	2	With at least 20kgs luggage allowance
Oct. 20	Tuguegarao – Manila	Afternoon flight	2			With at least 20kgs luggage allowance
Oct. 18	Butuan – Manila	1500H	–	1600H	2	With at least 20kgs luggage allowance
Oct 21	Manila – Butuan	1400H	–	1500H	2	With at least 20kgs luggage allowance
Oct. 20	Manila – Gen. Santos	0600H	–	0700H	2	With at least 20kgs luggage allowance
Oct. 22	Gen. Santos – Manila	Afternoon flight	2			With at least 20kgs luggage allowance
Oct. 24	Manila – Tacloban	0600H	–	0700H	2	With at least 20kgs luggage allowance
Oct. 26	Tacloban – Manila	Afternoon flight	2			With at least 20kgs luggage allowance
Oct. 23	Manila – Legazpi	1500H	–	1600H	2	With at least 20kgs luggage allowance
Oct. 26	Manila – Legazpi	1000H	–	1100H	2	With at least 20kgs luggage allowance
Oct. 24	Manila – Butuan	1400H	–	1500H	2	With at least 20kgs luggage allowance
Oct. 26	Butuan - Manila	Night Flight	2			With at least 20kgs luggage allowance
Oct. 24	Manila – Cebu	1400H	–	1500H	2	With at least 20kgs luggage allowance
Oct. 26	Cebu - Manila	Night Flight	2			With at least 20kgs luggage allowance
Oct. 25	Manila – Davao	1300H	–	1400H	2	With at least 20kgs luggage allowance
Oct. 26	Davao - Manila	Night Flight	2			With at least 20kgs luggage allowance
Oct. 26	Manila – Ilo-ilo	0500H	–	0600H	2	With at least 20kgs luggage allowance
Oct. 28	Ilo-ilo - Manila	Afternoon flight	2			With at least 20kgs luggage allowance
Oct. 26	Manila – Zamboanga	1300H	–	1400H	2	With at least 20kgs luggage allowance
Oct. 29	Zamboanga - Manila	Morning flight	2			With at least 20kgs luggage allowance

Requirements:

- Ticket is rebookable.
- If above flights are fully booked, the supplier may present the next available option provided that it will not exceed the ABC
- Name of passengers and itinerary will be provided upon final confirmation
- Regular Economy Fare
- All are direct flights
- Include Travel Insurance
- Show breakdown of quotation

Note:

The Department of Tourism shall pay only for the tickets that were issued upon final confirmation from the end-user.

c. Land Transport Service

Days	Route	Remarks
4 days Oct. 16	– DOT Makati to (DOT Region 4A) Calamba, Laguna	
Oct. 17-18	– Calamba, Laguna	
Oct. 19	– DOT 4A, Calamba, Laguna to DOT Makati	1 car
4 days Oct. 19	– DOT Makati to (DOT CAR) Baguio City	
Oct. 20-21	– Baguio City	
Oct. 22	– DOT CAR, Baguio City to DOT Makati	1 car
4 days Oct. 19	– DOT Makati to (DOT Region 1) San Fernando, La Union	
Oct. 20-21	– San Fernando, La Union	
Oct. 22	– DOT Region 1, San Fernando, La Union to DOT Makati	1 car
4 days Oct. 26	– DOT Makati to (DOT Region 3) Clark, Pampanga	
Oct. 27-28	– Clark, Pampanga	
Oct. 29	– DOT Region 3, Clark, Pampanga to DOT Makati	1 car

Requirements:

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.
- Travel Insurance
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated
- Itinerary may be subject to change provided that the end-user must give notice.

V. BUDGET

The approved total budget is Four Hundred Fifty Thousand Two Hundred and 46/ 100 (Php 450,200.46), inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the FY 2022 GAA of the Planning Service subject to existing accounting and auditing rules.

Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2022-10-158

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (For ABC above PHP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements IN A SEALED ENVELOPE on or before 10 OCTOBER 2022 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 06/10/2022

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