



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9089619  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Tour Service Operator for the Onsite Validation of Nominees to the 2023 ASEAN Tourism Standards Awards on 22-23 October 2022

#### Area of Delivery

<b>Solicitation Number:</b>	2022-10-159	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	07/10/2022
<b>Approved Budget for the Contract:</b>	PHP 61,678.40	<b>Last Updated / Time</b>	07/10/2022 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	10/10/2022 11:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION

#### TERMS OF REFERENCE

I. Project Title : GROUND HANDLING SERVICES FOR THE ONSITE VALIDATION OF ASEAN NOMINEES TO THE 2023 ASEAN TOURISM STANDARDS AWARDS IN REGION IVB AND REGION X

II. Purpose/Objective

The Office of Tourism Standards and Regulation is in need of the services of a Travel and Tour Agency/Travel Agency/Tour Operator in the Philippines engaged in the business of ground handling, and or coordination with different tourism establishments.

1. To conduct onsite validation of ASEAN Nominees to the 2023 ASEAN Tourism Standards Awards.

III. Minimum Requirements for Suppliers

- Must be a DOT accredited Travel and Tour Agency/Travel Agency/Tour Operator
- Tickets are refundable and rebookable
- Regular fare (not promo fare)
- Must be willing to provide services on a send-bill arrangement

#### IV. Scope of Work and Deliverables

LOT I. PUERTO PRINCESA CITY, PALAWAN SITE VALIDATION - Php 34,891.20

##### A.1 Airline Tickets

###### FLIGHT DETAILS PASSENGER DETAILS REQUIREMENTS

October 22, 2022

CEB-PPS

11:00 AM –

12:40 PM 1. NAME: MARISSA VICTORIA C. CLAUSTRO

(a) Birthday: November 11, 1971

(b) Email: mariz.claustro@gmail.com

(c) Contact Number: 09279001725 / 09092088999 / 09669587451

(d) Get Go No.:3002266702

(e) Mabuhay Miles: 380729613

2. NAME: ANGELICA PAULA S. LAPEÑA

(a) Birthday: March 13, 1996

(b) Email: angellapena.dot@gmail.com

(c) Contact Number: 0995 766 8655

(d) Get Go No.: 8110008000176381

(e) Mabuhay Miles: 00227867905 Inclusive of:

- 20 kilos baggage allowance
- Travel Insurance

October 23, 2022

PPS-MNL

07:10 AM –

08:30 AM

##### A.2 Transportation Requirements – Van Hire

###### Date Van Destination Inclusions Remarks

October 22, 2022 1 - Airport to Hotel

- Within Puerto

Princesa City - Whole Day Use of Vehicle

- Airport Transfers

- Provision of

Gasoline

- Parking Fees

- RT-PCR Test for

Driver before

site validation,

if required - 2 Personnel

from SDD

- 1 R4B

Accreditation

Officer

October 23, 2022 - Hotel to

Airport

##### A.3 Hotel

###### Date Location Number of Rooms Remarks

October 22-23, 2022 Puerto Princesa

City One (1) Twin-Sharing Room - 2 Personnel

from SDD

#### A.4 Itinerary per Day

##### Date/Time Itinerary/Activity Remarks

Day 1: October 22, 2022 (Saturday)

11:00 AM – 12:40 PM ETD Cebu to Puerto Princesa City, Palawan via Airplane

12:40 PM – 1:40 PM Lunch

1:40 PM – 2:10 PM To Caltex, Irawan via Van Hire

2:10 PM – 5: 00PM Caltex, Irawan Public Toilet Inspection

6:00 PM onwards Hotel Check-in and Dinner

Day 2: October 23, 2022 (Sunday)

04:30 AM onwards Hotel Check-out

Hotel to Airport via Van Hire

07:10 AM – 08:30 AM ETD Puerto Princesa Airport to Manila via Airplane

9:00 AM ETA Manila

#### A.5 Meal Requirements – Meals Per Day

##### Date Location Meals Pax Remarks

October 22, 2022 Puerto Princesa City Lunch Four (4) - 2 Personnel  
from SDD

- 1 R4B

Accreditation

Officer

- 1 Driver

Dinner Four (4)

October 23, 2022 Breakfast Two (2) - 2 Personnel

from SDD

LOT II. CAGAYAN DE ORO, MISAMIS ORIENTAL SITE VALIDATION – Php 26,787.20

#### B.1 Airline Tickets

##### FLIGHT DETAILS PASSENGER DETAILS REQUIREMENTS

October 22, 2022

CEB-CGY

08:00 AM –

09:00 AM 1. NAME: PRECY-SALVACION T. AGUINALDO

(a) Birthday: January 16, 1971

(b) Email: precy\_aguinaldo@yahoo.com

(c) Contact Number: 09195803802

(d) Get Go No.: NA

(e) Mabuhay Miles: NA

2. NAME: SHARLEMAGNE S. VALDEZ

(a) Birthday: May 7, 1995

(b) Email: sharlemagnevaldez@gmail.com

(c) Contact Number: 09175900507

(d) Get Go No.: 8110002007055367

(e) Mabuhay Miles: 372442114 Inclusive of:

- 20 kilos baggage allowance
- Travel Insurance

October 23, 2022

CGY-MNL

10:55 AM –

12:25 PM

#### B.2 Transportation Requirements – Van Hire

##### Date Van Destination Inclusions Remarks

October 22, 2022 1 - Airport to

Hotel

- Within

Cagayan de

Oro, Misamis

Oriental - Whole Day Use of

Vehicle

- Airport Transfers

- Provision of

Gasoline

- Parking Fees

- RT-PCR Test for

Driver before

site validation,

if required - 2 Personnel  
from SDD

- 1 Region X  
Accreditation  
Officer  
October 23, 2022 - Hotel to  
Airport

#### B.3 Hotel

Date Location Number of Rooms Remarks  
October 22-23, 2022 Cagayan de Oro, Misamis Oriental One (1) Twin-Sharing Room - 2 Personnel  
from SDD

#### B.4 Itinerary per Day

Date/Time Itinerary/Activity Remarks  
Day 1: October 22, 2022  
08:00 AM – 09:00 AM ETD Cebu to Laguindingan Airport via Airplane  
9:30 AM – 10:40 AM To High Ridge Restaurant via Van Hire  
10:40 AM – 12:00 NN High Ridge Restaurant Public Toilet Inspection  
12:00 NN – 1:00 PM Lunch  
1:00 PM onwards Continuation of site inspection  
6:00 PM onwards Hotel Check-in and Dinner  
Day 2: October 23, 2022  
07:00 AM Hotel Check-out  
Hotel to Airport via Van Hire  
10:55 AM – 12:25 PM ETD Laguindingan Airport to Manila via Airplane  
12:30 PM ETA Manila

#### B.5 Meal Requirements – Meals Per Day

Date Location Meals Pax Remarks  
October 22, 2022 Cagayan de Oro, Misamis Oriental Lunch Four (4) - 2 Personnel  
from SDD  
- 1 Region X  
Accreditation  
Officer  
- 1 Driver  
Dinner Four (4)  
October 23, 2022 Breakfast Two (2) - 2 Personnel  
from SDD

#### V. APPROVED BUDGET FOR THE CONTRACT

Lot No. Amount  
Lot I – Puerto Princesa City Php 34,891.20  
Lot II – Cagayan de Oro Php 26,787.20  
Grand Total Php 61,678.40

Inclusive of VAT and other taxes

#### VI. PAYMENT PROCEDURE

- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account and other payment documents after the site validations have been completed.
- Payment shall be based on actual expenses incurred but not to exceed Sixty-One Thousand Six Hundred Seventy-Eight and Forty Centavos Only (P61,678.40) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

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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

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator/Service Provider	Tour Operator/Service Provider for Puerto Princesa Ciity	1	Lot	34,891.20
2	Tour Operator/Service Provider	Tour Operator/Service Provider for Cagayan de Oro City	1	Lot	26,787.20

**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. 2022-10-159

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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 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 06/10/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.