



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9101430
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator for OSC Periodic Assessment
Area of Delivery

Solicitation Number:	2022-10-170	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		
Approved Budget for the Contract:	PHP 300,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	11/10/2022
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	Last Updated / Time	10/10/2022 16:47 PM
		Closing Date / Time	14/10/2022 14:00 PM

Description

TERMS OF REFERENCE

I. TITLE: Procurement of Tour Operator for OSC Periodic Assessment

II. DATE: November 29 – December 02, 2022

III. LOCATION: Camiguin Island

IV. NUMBER OF PARTICIPANTS: 15 pax

V. ACTIVITY REQUIREMENTS

1. Hotel Accommodation (4D/3N)

- Provide hotel accommodation (1 single occupancy and 7 twin sharing) inclusive of daily breakfast and own toilet and bath in Camiguin Island. Cost subject to Executive Order No. 77, s. 2019 rates.
- Must have free cancellation, rebooking or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned LGUs.
- Provision of care kit and adhere to the health and safety guidelines issued by the DTI, DOH, and as well as the guidelines set by the respective LGU of which it operates in.
- Free welcome drinks and complimentary Wi-Fi.
- Accommodation establishment must be DOT Accredited and have a DOT Certificate of Authority to Operate.
- Total cost of accommodation should be based on actual room expenses.
- Dates may be subject to change.

2. Meals

- Lunch and Dinner: Menu for lunch and dinner should include i) soup; ii) beef, fish, pork or chicken; iii) vegetable and/or salad; iv) dessert; v) rice; and vii) one round of drink (menu must be approved by the end-user). In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices.

Day Meals Provided Remarks

Days 1 – 2

Nov. 29-30, 2022 Dinner Good for 15 pax.

Php 180 per meal x 15 pax (Following the EO 77 rates)

Days 3 – 4

Dec. 1-2, 2022 Breakfast, Lunch and Dinner Good for 12 pax.

Php 180 per meal x 15 pax (Following the EO 77 rates)

3. Meeting Room (for Day 2, 30 November 2022)

- Good for 8 hours. Equipped with climate control or air-conditioning.

- Assisted Buffet Lunch good for 15 pax. Menu for lunch should include i) soup; ii) beef, fish, pork or chicken; iii) vegetable and/or salad; iv) dessert; v) rice; and vii) one round of drink.

- Free flowing coffee/hot chocolate/tea and water station with nuts, and candies.

- Free pencil and note pad.

- Free unlimited use of the following services:

i. Complimentary WiFi (strong and reliable) connection

ii. 1 high definition LCD projectors with connectors

iii. Projector

iv. Minimum of 2 microphones

v. Reliable sound system

vi. Extension wires for use of organizers, and participants

vii. Unlimited electrical use for laptops, cellphones and other gadgets

viii. Other audio-visual equipment

- Standby personnel for IT-related concerns.

4. Transportation:

- Provide vans adequate to transport 15 pax with driver and room for luggage to be used as transportation from the airport going to their respective hotels, vice-versa. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned LGUs.

- All maintenance costs, fuel, lubricant, other consumable cost and other related expenses shall be covered by the service provider, including payment of toll fees and parking fees (if needed). Should the van develop any mechanical fault in transit, the service provider must find a replacement within one hour.

- Maximum use of 10 hours, inclusive of overtime and driver's fee, and third-party liability insurance. The service provider must cover all expenses to include driver's fee, as well as his food and other miscellaneous fees, and comply with IATF protocols/ guidelines on safety, capacity and coverage daily disinfection of vehicle (if needed).

- Vehicle vans has provision of wet tissues, alcohol, mineral water and candies.

- Available first aid kit and umbrellas on board. Equipped with GPS or Waze.

- Courteous, presentable and trained drivers. Driver should have strong navigation skills. The driver and the vehicle must be at all times clean and tidy when arriving to pick up the passengers.

5. Airfare Tickets

- Provide roundtrip tickets good for 10 pax: Manila-Camiguin –Manila ; 5 pax: Cebu–Camiguin–Cebu.

- Inclusion of 20 kilos baggage allowance per flight per person.

- Must have free cancellation, unlimited rebooking.

VI. MINIMUM QUALIFICATIONS OF SERVICE PROVIDER

1. Must be DOT-accredited;

2. Must have the latest PhilGEPS certification;

3. Must have free cancellation, rebooking, transferable or refundable policies;

4. Beach front location is a plus.

Suppliers must submit the following legal documents to be eligible to participate during the bidding:

1. Business or Mayor's Permit/Certification (as of 2022);

2. Company Profile/Curriculum Vitae (latest and updated); and

3. PhilGEPS Certificate/Membership (latest).

VII. PROJECT COST, MODE OF PROCUREMENT AND TERMS OF PAYMENT:

The allocated budget for the abovementioned activity and its deliverables is Php. 300,000.00, covering all activity-related expenses including taxes and fees.

The project shall be procured through RA No. 9184 and its revised IRR. The deliverables shall be paid through a send-bill arrangement and will be processed through government auditing and accounting rules and regulations.

CONTACT PERSON:

MS. RENSAN KATHERINE B. SISON

Office of Special Concerns (OSC) Department of Tourism (DOT)

351 Sen. Gil Puyat Avenue, Makati City 1200

Tel. No: 02-8459 5200 local 318
Email add: rbsison@tourism.gov.ph

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

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