



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9133896
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator/Ground Arrangements Services for the Conduct of NESAP Workshop

Area of Delivery

Solicitation Number: 2022-10-199	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 999,200.00	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	19/10/2022
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	19/10/2022 00:00 AM
	Closing Date / Time	24/10/2022 10:00 AM

Description

TERMS OF REFERENCE
Tour Operator/Ground Arrangements
National (Luzon) Ecotourism Strategic Action Plan (NESAP) Workshop
November 16-19, 2022

I. BACKGROUND/OBJECTIVE

The overall goal of the National Ecotourism Strategy (NES) is to develop and manage globally competitive ecotourism sites and products. The National Ecotourism Strategy and Action Plan (NESAP) 2013-2022 provides the roadmap for ecotourism development and promotion in the Philippines that contributes to pursuing inclusive growth through concerted efforts of its stakeholders. The NESAP was instrumental in advancing ecotourism programs and projects in the country, especially at the grassroots level.

In preparation for the successor Plan to sustain ecotourism development in the country, a National Ecotourism workshop will be conducted. Participants will be the Regional Ecotourism Council for each region and other private stakeholders. Results will serve as inputs in formulating the National Ecotourism Strategy and Action Plan for 2023 – 2028. In addition, the services of a tour operator need to be procured by the Department to facilitate the conduct of ground arrangements of the National Ecotourism Workshop.

II. DELIVERABLES

1. Accommodation
 - Must be DOT Accredited Hotel
 - Preferably inside the Clark Freeport Zone, Angeles Pampanga
 - All rooms must be inclusive of breakfast, complimentary Wi-fi access on all rooms and public areas, and drinking water/coffee/tea
 - Rate for room @ Php 1,800.00 per room/night
 - Room Quantity: 38 twin sharing rooms
 - Number of nights: Two (2) nights
 - Check In: 16 November 2022
 - Check Out: 19 November 2022
 - Sub-Total Amount: Php 136,800.00
 - Rate for room @ Php 1,800.00 per room/night
 - Room Quantity: 22 twin sharing rooms
 - Number of nights: Three (3) nights
 - Check In: 16 November 2022
 - Check Out: 18 November 2022
 - Sub-Total Amount: Php 118,800.00

2. Venue and Meals
 - Must be same or adjoining DOT Accredited Hotel
 - Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
 - Must include the following services and amenities at the function room:
 - o Free flowing coffee and tea
 - o Mint/candies/chips
 - o Complimentary conference Wi-Fi access
 - o PA system
 - o 5 wireless microphone
 - o Whiteboard, flipchart, marker, and eraser
 - o Paper / notepad and pencil
 - Inclusive of full board meals for 110 pax (plated AM and PM snack, buffet lunch and dinner) on 16-18 November 2022:
 - o 16 November 2022 (plated AM & PM snack, buffet lunch and dinner)
 - o 17 November 2022 (plated AM & PM snack, buffet lunch and dinner)
 - o 18 November 2022 (managed buffet dinner for 30 pax validation team)
 - Sub-Total Amount: Php 600,600.00

3. Transportation
 - Must be DOT Accredited Tourist Transport
 - Must provide two (2) unit of air-conditioned van to be used on 16 – 19 November 2022
 - Provision of focal person/dispatcher
 - Departure date and time from DOT Makati: 16 November 2022 at 10:00 A.M.
 - Departure date and time from Clark Freeport Zone, Angeles Pampanga:
 - 19 November 2022 at 2:00 PM
 - Inclusive of fuel, parking fees, accommodation and meals of drivers
 - Rate of van Php 10,000.00/per day x 4 days
 - Sub-Total Amount: Php 80,000.00

4. Technical Tour to an Ecotourism Site
 - Day tour for 30 pax to Mt. Pinatubo on 18 November 2022.
 - Must include the following:
 - Packed lunch
 - 4x4 Pick up
 - Tour guide
 - Entrance/environmental fees, etc.
 - Sub-Total Amount: Php 63,000.00

5. Others
 - Tour operator must be DOT Accredited
 - Must be willing to provide services on a send bill arrangement, inclusive of all applicable taxes and government procedure
 - Must be compliant to the DOT Guidelines Governing the Operations of Travel and Tour Agencies under the New Normal as stated in DOT MC No.2020-008

Approved Budget for Contract: PhP 999,200,00

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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>

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator Service	Tour Operator Services for NESAP Workshop	1	Lot	999,200.00

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. 2022-10-199

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 to nplucman@tourism.gov.ph on or before 24 OCTOBER 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 18/10/2022

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