



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9177602
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the Year-End Assessment of DOT Plans and Programs and Presentation of the FY 2023 Work and Financial Plan

Area of Delivery

Solicitation Number:	2022-10-216	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 341,516.60	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	01/11/2022
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	01/11/2022 00:00 AM
		Closing Date / Time	04/11/2022 11:00 AM

Description

TECHNICAL SPECIFICATIONS

I. Bidder: DOT Accredited Tour Operator

II. Project Title: Year-End Assessment of DOT Plans and Programs and Presentation of the FY 2023 Work and Financial Plan

III. Inclusive Dates: 22-26 November 2022

IV. Project Objectives

The main objective of the Year-End Assessment is to assess the DOT program and project implementation and to prepare, discuss, finalize and approve the DOT Delivery Unit's Work and Financial Plan (WFP) for FY 2023.

Specifically, the event aims to achieve the following:

1. Assess the Delivery Units program, activities and projects (PAPs) implementation;
2. Present the Planning and Budgeting Thrusts for 2023;
3. Explain the guidelines in the preparation of the Work and Financial Plan (WFP) Budget Estimates and Cost Basis;

4. Discuss and Return on Investment (ROI) and Return on Objectives (ROO) Templates for the DOT's Programs and Projects; and
5. Synchronize through convergence planning the DOT Central and regional Offices PAPs implementation for FY 2023;

V. Minimum Requirements:

- A. Must be a tour operator/ground handler/ travel agency accredited by the Department of Tourism (DOT).
- B. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- C. Must be willing to provide services on a send bill arrangement of government procedure.

VI. Scopes of Work and Deliverables

1. Airline Ticket PhP264,521.60

Flight Details:

Date: November 22, 2022 - MNL-CEB - 15 pax - Departing Manila between 0625H to 0840H; Arriving Cebu between 0755H to 1005H

Date: November 23, 2022 - MNL-CEB - 1 pax - Departing Manila between 0520H to 0625H; Arriving Cebu between 0650H to 0755H

Date: November 26, 2022 - CEB-MNL - 16 pax - Departing Cebu between 0855H to 1100H; Arriving Manila between 1025H to 0123H

Winning bidder should be able to provide the following:

- Provide roundtrip economy class domestic air tickets
- inclusive of option for re-booking, cancellation and change of participant names
- Air ticket (s) issuance is based on the names of participants to be provided by DOT
- Domestic airline tickets inclusive of terminal fees and 20kg checked baggage allowance
- Note: if above flight have been fully booked or are not available, the supplier may present the next available flight options subject for Dot's approved provided that it will not exceed the prescribed budget.
- only utilized flights must be charged to the DOT in the final billing

2. Van hire/rental

a. November 22, 2022 - 4 vans

within Cebu (airport transfers and service for the entire duration of the event)

- pickup from airport
- drop off at accommodation/venue
- seating capacity of 9-12 pax
- rental period of 10 hours

b. November 23, 2022 - 3 vans

within Cebu (airport transfers and service for the entire duration of the event)

- pickup from airport
- drop off at accommodation/venue
- seating capacity of 9-12 pax
- rental period of 10 hours

c. November 24, 2022 - 1 van

within Cebu (service for the entire duration of the event)

- seating capacity of 9-12 pax
- rental period of 10 hours

d. November 25, 2022 - - 3 vans

within Cebu (airport transfers and service for the entire duration of the event)

- pickup from airport
- drop off at the airport
- seating capacity of 9-12 pax
- rental period of 10 hours

e. November 26, 2022 - 4 vans

within Cebu (airport transfers and service for the entire duration of the event)

- pickup from airport
- drop off at the airport
- seating capacity of 9-12 pax
- rental period of 10 hours

* Rental will be from 22-26 November 2022

* Inclusive of the professional fees and meals of the drivers

* Diver(s) must be in uniform or decent attire

* Inclusive of fuel and other expenses such as toll and parking fees and applicable environmental fees.

VII. Budget

The total budget for the project is THREE HUNDRED FORTY-ONE THOUSAND FIVE HUNDRED SIXTEEN PESOS AND 60/100 (Php341,516.60) inclusive of all applicable taxes and should cover all requirements enumerated above.

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.

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Due to distortion of the format (e.g. tables), kindly refer to the attached (signed) TECHNICAL SPECIFICATIONS.

All information posted and attached to this PhilGEPS Notice is also available at the DOT 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	Service Provider	Service Provider of Airline Tickets and Transportation (Manila-Cebu-Manila)	1	Lot	341,516.60

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. 2022-10-216

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.

- PhilGEPS Registration Number
- Latest Income/Business Tax Return (For ABC above Php500, 000.00)
- Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
- DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 04 November 2022 at 11:00 a.m. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 31/10/2022

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