



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9206855
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services for Tour Operator for the Conduct of NESAP 2023 National (Visayas) Consultation/Workshop on November 22-25, 2022

Area of Delivery

Solicitation Number:	2022-11-0265	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	09/11/2022
Approved Budget for the Contract:	PHP 369,776.00	Last Updated / Time	09/11/2022 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	14/11/2022 09:00 AM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TERMS OF SPECIFICATIONS
 Tour Operator/Ground Arrangements
 NESAP 2023-2028 Regional Consultation/Workshop
 Region 7 (Cebu City)
 November 2022

I. RATIONALE/OBJECTIVES

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 Visayas Cluster of Regional consultation/workshop will be conducted in Cebu City. 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 is respectively needed for the implementation of the said workshop.

1. Accommodation

Must be DOT Accredited Hotel with a 3-star or above rating

Located in Cebu City

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 3,240.00 per room/night
 - Room Quantity: 8 Triple Sharing Rooms
 - Number of nights: Two (2) nights
 - Check In: 22 November 2022
 - Check Out: 24 November 2022
- Sub-Total Amount: Php 51,840.00

- Rate for room @ Php 3,240.00 per room/night
 - Room Quantity: 6 Triple Sharing Rooms
 - Number of nights: Three (3) nights
 - Check In: 22 November 2022
 - Check Out: 25 November 2022
- Sub-Total Amount: Php 58,320.00

2. Venue Rental and Meals Package

Must be same or adjoining DOT Accredited Hotel or DOT accredited MICE facility within Cebu City

Set-up: Banquet or Classroom Style

Must include the following services and amenities at the function room:

- o Free flowing coffee, tea, and water
 - o Mint/candies/chips
 - o Complimentary conference Wi-fi access
 - o PA / AV system
 - o LCD projector and screen
 - o Extension cords
 - o 3 wireless microphone
 - o Whiteboard, flipchart, marker, and eraser
 - o Paper / notepad and pencil
 - o Stand-by banquet staff and technical personnel
 - o Provision of Secretariat and Registration area
 - o Use of function room could be extended in case the activity exceeded the allotted number of hours
 - o Complimentary car coupons/reserved parking
- Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)

Provision of Meals:

22 November 2022

- o Lunch for 40 pax (workshop participants)
- o Dinner for 40 pax (workshop participants)

23 November 2022

- o AM and PM Snack Buffet Lunch for 40 pax (Included in the venue rental)
- o Dinner for 40 pax (workshop participants)

24 November 2022

- o Lunch for 18 pax (Validation Team)
- o Dinner for 18 pax (Validation Team)

Sub-Total Amount: Php 124,880.00

3. Transportation

Must be DOT Accredited Tourist Transport

Must provide one (1) unit of air-conditioned van to be used on 22 – 25 November 2022

Must provide disinfection/safety kit and bottled water

Provision of focal person/dispatcher

Inclusive of fuel, toll and parking fees, accommodation and meals of drivers etc.

Rate of van Php 4,500.00/per day x 3 days

Sub-Total Amount: Php 13,500.00

4. Technical Tour to an Ecotourism Site

Day tour for 18 pax to Cebu Canyoneering and Kawasan Fall

Must include the following:

- Hotel pick-up
- Buffet lunch
- Transportation
- Tour guide
- Entrance/environmental fees, etc. and
- Canyoneering gears

Sub-Total Amount: Php 55,800.00

5. Airfare Tickets

Must provide five (5) roundtrip domestic air tickets

- Route: Manila – Cebu – Manila
 - Date: November 22–25, 2022
 - Name of Pax: Name of passengers and itinerary will be provided upon final confirmation
- Inclusive of the following:
- 7 kgs. hand-carry baggage (per pax per way)
 - 20 kgs. check-in baggage (per pax per way)

Regular Economy Fare
Ticket must be direct flight, rebookable and refundable
Inclusive of airport/terminal fees, travel tax, aircraft fuel cost, rebooking and cancellation fees, ground handling fees, and other logistics required
Show breakdown of quotation
Payment will be based on the actual tickets issued
Sub-Total Amount: Php 65,436.00

6. Others

Tour operator must be DOT accredited
Tour operator must be willing to provide services on a send-bill arrangement
Must be flexible to make adjustments in schedules
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
Tour Operator must have experience handling events and tours preferably in Cebu City.

7. Approved Budget for the Contract and Mode of Payment

The approved budget for the contract is Three Hundred Sixty-Nine Thousand Seven Hundred Seventy-Six Pesos (Php 369,776.00) inclusive of all applicable taxes, Government Procedure.

Contact Person:

MR. ADRIAN CRUZ / MS. LARALIZA BAGAYAN
Tourism Development Planning Division
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Approved by:

MR. RAMIL S. BASUEL
OIC Chief
Tourism Development Planning Division

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 TERESITA A. ROMANES

Date Created 08/11/2022

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