



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9224262
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the LOCAL INSPECTION OF VOLUNTOURISM PROGRAMS IN REGION VIII

Area of Delivery

Solicitation Number:	2022-11-278	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 249,500.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	12/11/2022
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	12/11/2022 00:00 AM
		Closing Date / Time	15/11/2022 10:00 AM

Description

TECHNICAL SPECIFICATIONS

- I. BIDDER : Service Provider
 II. PROJECT TITLE : Local Inspection of Voluntourism Programs in Region VIII
 III. PROJECT DATE : November 18 to 23, 2022

IV. MINIMUM REQUIREMENTS

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

V. SCOPE AND WORK DELIVERABLES

1. Ground arrangement for tour package, roundtrip airfare, and airport transfers with provisions for transportation of luggage, accommodation, full board meals, one (1) tour guide throughout the trip.
2. Van Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll and parking fees)
3. COVID-19 RT-PCR Test for the DOT Team. Test results must be available within 24 hours.

PREFERRED FLIGHTS (MNL-TAC-MNL)

Date No. of Pax Remarks

November 18, 2022 3 pax MNL – TAC

Preferred departure time: Between 10:00 AM and 1:00 PM

20 KG per person

November 23, 2022 3 pax TAC - MNL

Preferred departure time: Between 5:00 PM and 7:00 PM

20 KG per person

*If the flights on the above preferred departure time have been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.

VAN RENTAL

Date No. of Units Capacity and Route

November 18, 2022 1 van for DOT No. of Pax: 4

Route: Within Tacloban

Rental Period: 20 hours

November 19, 2022 1 van for DOT

No. of Pax: 4

Route: Tacloban-Southern Leyte

Rental Period: 20 hours

November 20, 2022 1 van for DOT

No. of Pax: 4

Route: Southern Leyte to Biliran

Rental Period: 20 hours

November 21, 2022 1 van for DOT

No. of Pax: 4

Route: Biliran to Tacloban

Rental Period: 20 hours

November 22, 2022 1 van for DOT

No. of Pax: 4

Route: Within Tacloban

Rental Period: 20 hours

November 23, 2022 1 van for DOT No. of Pax: 4

Route: Within Tacloban

RT-PCR COVID-19 TEST

Date No. of Pax Remarks

November 17, 2022 4 pax Pre-travel RT-PCR test

November 24, 2022 4 pax Post-travel RT-PCR test

TACLOBAN ACCOMMODATION (DOT Accredited hotel in Tacloban)

Participants Room Type Meals Check-In Check Out

4 pax Single Occupancy

(1 pax/room) Breakfast November 18, 2022 November 19, 2022

Participants Room Type Meals Check-In Check Out

4 pax Single Occupancy

(1 pax/room) Breakfast November 20, 2022 November 23, 2022

ORMOC ACCOMMODATION (DOT Accredited hotel in Ormoc)

Participants Room Type Meals Check-In Check Out

4 pax Single Occupancy

(1 pax/room) Breakfast November 19, 2022 November 20, 2022

MEALS

Date No. of Pax Remarks

November 18, 2022 4 pax Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person

Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person

November 19, 2022 4 pax Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person

Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person

November 20, 2022 4 pax Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person

Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person

November 21, 2022 4 pax Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person

Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person

November 22, 2022 4 pax Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person

Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person

November 23, 2022 4 pax

100 pax Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person

Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person

Kid's meal

TRAVEL ITINERARY

Date No. of Pax Remarks

November 18, 2022 4 pax • Arrival

• Lunch Meeting with DOT Region VIII

• Tacloban City Half Day Tour

• Overnight in Tacloban

November 19, 2022 4 pax • Travel to Southern Leyte

• Sambawan Island Day Tour

• Inspection of Dive Facilities in Padre Burgos and Macrohon, Southern Leyte

• Meeting with Southern Leyte State University, Southern Leyte Provincial Tourism Officer, Local Tour Operators, and Dive Resort representative regarding voluntourism activities (coral reef rehabilitation)

• Overnight in Ormoc

November 20, 2022 4 pax • Travel to Biliran

• Kalangaman Island Tour

• Overnight in Tacloban

November 21, 2022 4 pax • Ulot River Torpedo Extreme Boat Adventure

• Overnight in Tacloban

November 22, 2022 4 pax • Northwest Leyte Tour

• Overnight in Tacloban

November 23, 2022 4 pax • Site visits and Key Informant Interviews in Volunteer for the Visayans facilities in Brgy. Sto. Niño, Tacloban

• Departure

VI. BUDGET

The total working budget is TWO HUNDRED FORTY-NINE THOUSAND FIVE HUNDRED PESOS (Php 249,500.00) inclusive of professional fees, taxes, and other applicable fees.

The winning bidder shall be determined based on the proposal's responsiveness to the TechSpecs and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget.

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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	Ground Handling/ Tour Operator Services	Ground Handling Services (Tickets, Van Rental, Accommodation, Meals)	1	Lot	249,500.00

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. 2022-11-278

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 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 11/11/2022

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