



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9237993  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Tour Operator/Ground Arrangements for the NESAP 2023-2028 Mindanao Cluster Regional Consultation/ Workshop (Region 10 - Cagayan de Oro City) on December 14-17, 2022

#### Area of Delivery

<b>Solicitation Number:</b>	2022-11-283	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	2
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 495,813.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	16/11/2022
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	24/11/2022 19:10 PM
		<b>Closing Date / Time</b>	28/11/2022 16:00 PM

#### Description

TERMS OF SPECIFICATIONS  
 Tour Operator/Ground Arrangements  
 NESAP 2023-2028 Mindanao Cluster Regional Consultation/Workshop  
 Region 10 (Cagayan de Oro City)  
 December 14 – 17, 2022

#### I. BACKGROUND

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 series of regional workshops will be conducted. Likewise, the Mindanao Cluster Regional consultation/workshop will be conducted in Cagayan de Oro on December 14-17, 2022. 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 needed for the implementation of the said workshop.

### 1. Accommodation

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

Must be located in Cagayan de Oro 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: 10 Triple Sharing Rooms
  - Number of nights: Three (3) nights
  - Check In: 14 December 2022
  - Check Out: 17 December 2022
- Sub-Total Amount: Php 97,200.00

- Rate for room @ Php 3,240.00 per room/night
  - Room Quantity: 10 Triple Sharing Rooms
  - Number of nights: Two (2) nights
  - Check In: 14 December 2022
  - Check Out: 16 December 2022
- Sub-Total Amount: Php 64,800.00

### 2. Venue Rental and Meals Package

Must be the same or adjoining the hotel accommodation.

Can accommodate 60 pax with banquet style or classroom type set up

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

- o Strong internet or Wi-Fi connection
  - o Free flowing coffee, tea, and water
  - o Mint/candies/chips
  - o Complimentary conference Wi-fi access
  - o PA / AV system
  - o Basic sound 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 Table for 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 60 pax and guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
- Provision of Meals:
- 14 December 2022
- o AM and PM Snack Buffet Lunch for 60 pax (inclusion of venue rental)
  - o Buffet Dinner for 60 pax
- 15 December 2022
- o AM and PM Snack Buffet Lunch for 60 pax (inclusion of venue rental)
  - o Buffet Dinner for 60 pax
- 16 December 2022
- o Lunch and Dinner for 60 pax
- Sub-Total Amount: Php 180,720.00

### 3. Transportation

Must be DOT Accredited Tourist Transport in Cagayan de Oro

Must provide three (3) unit of air-conditioned van to be used on 14 – 17 December 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 40,500.00

### 4. Technical/Validation Tour to an Ecotourism Site

Day tour for 25 pax to Cagayan de Oro White Water Rafting on 16 December 2022.

Must include the following:

- Hotel pick-up/Transportation
  - Safety Gears
  - Certified River Tour guide
  - Entrance/environmental fees, etc.
- Sub-Total Amount: Php 30,000.00

### 5. Roundtrip Airfare Tickets

Must provide five (5) roundtrip domestic air tickets

- Route: Manila – Cagayan de Oro – Manila

- Date: December 14-17, 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  
Include Travel Insurance with COVID 19 Provision  
Show breakdown of quotation  
Payment will be made based on the number of tickets issued.  
Sub-Total Amount: Php 82,593.00

6. Others  
Tour operator must be DOT accredited  
Must be flexible to make adjustments in schedules  
Tour operator must be willing to provide services on a send-bill arrangement  
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

7. Approved Budget for the Contract and Mode of Payment

The approved budget for the contract is Four Hundred Ninety-Five Thousand, Eight Hundred Thirteen Pesos (PhP495,813.00) inclusive of all applicable taxes, Government Procedure.

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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/ Ground Arrangements	Tour Operator Services for the NESAP 2023-2028 Mindanao Cluster Regional Consultation/ Workshop - Region 10	1	Lot	495,813.00

**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. 2022-11-283

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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 21 November 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

**Remarks**  
(2nd Extension)

**Created by** Norjannah P Lucman

**Date Created** 15/11/2022

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