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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5231900  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Hotel Accommodation and Transportation ( Laurent Ballesta Philippine Expedition April 1 to 28, 2018)

#### Area of Delivery

<b>Solicitation Number:</b> 2018-03-0085	<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>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 999,990.00	<b>Date Published</b>	16-Mar-2018
<b>Delivery Period:</b>	<b>Last Updated / Time</b>	16-Mar-2018 00:00 AM
<b>Client Agency:</b>	<b>Closing Date / Time</b>	20-Mar-2018 14:00 PM
<b>Contact Person:</b> TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

##### PROJECT

Laurent Ballesta Philippine Expedition

##### PROJECT DESCRIPTION

French marine biologist and National Geographic photographer Laurent Ballesta will be conducting a month-long scientific exploration of the Pangatalan Island Marine Protected Area (PIMPA) in Taytay, Palawan, on April 2018 to assess and document Sulubai Environmental Foundation's (SEF) coral restoration process and eventually introduce the island as a scientific station for coral monitoring. Findings from Ballesta's exploration will add to the destination's marketability and credibility as an ecotourism destination.

A Dive Philippines special interest story will be produced to highlight the human stories behind dive destinations and showcase the unique Philippine experience through telling the story of people from the community.

##### OBJECTIVES

1. To highlight the rich marine biodiversity in the Philippines' destinations
2. To heighten awareness on the Philippines' initiatives to promote sustainable tourism
3. To partner with high-profile personalities in the global dive industry who can act as "Dive Ambassadors" of the

Philippines

#### MINIMUM REQUIREMENTS

1. Must be a tour operator/groundhandler accredited by the DOT
2. Must be willing to provide services on send-bill arrangement
3. Must have airport representatives
4. Must provide tour coordinator
5. Preferably specializing in handling big dive groups and have handled dive groups in the last 3 years

#### SCOPE OF WORK AND DELIVERABLES

- Guests: Total of 17 pax, with breakdown as follows:

- o Andromede Oceanologie – 8 pax
- o Video Production Team – 7 pax
- o DOT – 2 pax

- Date of Implementation: April 1 to 28, 2018

- Minimum Requirements:

o Provision of travel insurance for each participant in case of emergency trip cancellation or emergency trip termination

o Provision of local bag with local Filipino drink and delicacy as souvenir

o Provision of welcome banner upon arrival in NAIA from international flight and Lio Airport

o Provision of airport representative to assist the group upon arrival in and departure from the country

o Provision of tour coordinator to ensure safe and efficient transport of excess bags with dive and scientific equipment

- Specific Requirements:

o Manila Leg (April 2 to 3) – Laurent Ballesta

1. Roundtrip airport transfers from NAIA to 4-star hotel near the airport upon arrival in Manila on April 2 and from 4-star hotel to NAIA on April 3 (project officer to provide international flight arrival details);

- One (1) van to accommodate one (1) passenger and large luggage bags with underwater exploration equipment;

2. Overnight single room accommodation for one (1) pax at a 4-star hotel near the airport on April 2;

3. Transport/shipment of five (5) bags weighing 25 kilos each (125 kilos total) from Manila to Pangatalan Island in El Nido, Palawan (either via Puerto Princesa or El Nido airport) on April 3;

- Tour operator must provide a coordinator to ensure same day transport of bags all the way to Pangatalan Island (include van transfer and boat trip from PPS or ENI to Pangatalan Island);

o El Nido Leg (April 8) – Andromede Oceanologie Team 1

1. Airport transfers from NAIA international terminal to terminal 4 on April 8 (project officer to provide international flight arrival details);

- Two (2) vans to accommodate six (6) passengers with five (5) large luggage bags each (total 30 luggage bags) with underwater exploration equipment;

2. Roundtrip Manila to El Nido flight via Airswift (preferably afternoon flight) for six (6) pax, inclusive of 30 kilos baggage per person on April 8 (return April 28 morning flight);

3. Transport/shipment of five (5) bags per person (6 pax) weighing 25 kilos each (750 kilos total) from Manila to Pangatalan Island in El Nido, Palawan (either via Puerto Princesa or El Nido airport) on April 8;

- Tour operator must provide a coordinator to ensure same day transport of bags all the way to Pangatalan Island (include van transfer and boat trip from PPS or ENI to Pangatalan Island);

4. Van and boat transfers from El Nido airport to Pangatalan Island for six (6) pax on April 8;

o El Nido Leg (April 9) – Laurent Ballesta

1. Airport transfers (1 van) from NAIA Terminal 1 to Terminal 4 on April 9 (project officer to provide international flight arrival details);

2. Roundtrip Manila to El Nido flight via Airswift (preferably afternoon flight) for one (1) pax, inclusive of 30 kilos baggage per person on April 9 (return April 28 morning flight);

3. Van and boat transfers from El Nido airport to Pangatalan Island for one (1) pax on April 9;

o El Nido Leg (April 15) – Andromede Oceanologie Team 2

1. Airport transfers (1 van) from NAIA international terminal to Terminal 4 on April 15 (project officer to provide international flight arrival details);

2. Roundtrip Manila to El Nido flight via Airswift (preferably afternoon flight) for one (1) pax, inclusive of 30 kilos baggage per person on April 15 (return April 28 morning flight);

3. Transport/shipment of five (5) bags for one (1) pax weighing 25 kilos each (125 kilos total) from Manila to Pangatalan Island in El Nido, Palawan (either via Puerto Princesa or El Nido airport) on April 15;

- Tour operator must provide a coordinator to ensure same day transport of bags all the way to Pangatalan Island (include van transfer and boat trip from PPS or ENI to Pangatalan Island);

4. Van and boat transfers from El Nido airport to Pangatalan Island for one (1) pax on April 15;

o El Nido Leg (April 23 to 27) – UW Video Team

1. Roundtrip Manila to El Nido flight via Airswift (preferably morning flight) for seven (7) pax, inclusive of 40 kilos baggage per person on April 23 (return April 27 afternoon flight);

2. Roundtrip van and boat transfers from El Nido airport to Pangatalan Island for seven (7) pax on April 23 (return April 27);

o El Nido Leg (April 28) – Laurent Ballesta and Andromede Oceanologie

1. Transport/shipment of five (5) bags per person (8 pax) weighing 25 kilos each (1,000 kilos total) from Pangatalan Island in El Nido, Palawan to Manila (either via Puerto Princesa or El Nido airport) on April 28;

- Tour operator must provide a coordinator to ensure same day transport of bags all the way to Manila (include van

- transfer and boat trip from Pangatalan Island to PPS-ENI);
2. Van and boat transfers from Pangatalan Island to El Nido Airport for eight (8) pax on April 28;
3. Two (2) 8-hour van hires for the following transfers:
  - Terminal 4 airport to 4-star hotel in Manila;
  - 4-star hotel in Manila to NAIA international airport;
4. Lunch at a 4-star hotel in Manila (preferably near the airport) for 15 pax including OPMD-Dive staff for turn-over discussion and debriefing.

**BUDGET****Particulars Amount**

Groundhandling (Transportation and Accommodation) P999,990.00

Cost proposal must be submitted with an itemized breakdown. In the event that the DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

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

**CONTACT DETAILS**

Project Officer: Celstine Sy

Contact Number: +632 459 5200 local 520

Email Address: phdiveteam@gmail.com

**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) or Official Receipt as a Proof of Payment for the Renewal of Business Permit
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid DOT Accreditation certificate

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to  
Ms. Teresita A. Romanes at the Department of Tourism  
#351 Sen. Gil Puyat Avenue, Makati City  
Telephone Nos. 459-5200/30 loc. 425

**Created by** TERESITA ANDRIN ROMANES

**Date Created** 15-Mar-2018

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