



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9306002  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of a Tour Operator/Ground Handler for the BARRIER FREE TOURISM – PWD RESCUE (2nd Posting)

#### Area of Delivery

<b>Solicitation Number:</b>	2022-12-328	<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>	1
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 259,116.00	<b>Document Request List</b>	2
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	02/12/2022
<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>	05/12/2022 19:53 PM
		<b>Closing Date / Time</b>	06/12/2022 17:00 PM

#### Description

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE  
GROUND HANDLING SERVICES

BARRIER FREE TOURISM – PWD RESCUE  
December 2022

I. Project Title: BARRIER FREE TOURISM – PWD RESCUE

II. Background and Project Description

Barrier Free Tourism (BFT) is one of the Department of Tourism's Advocacy Programs in coordination with the National Council on Disability Affairs (NCDA), Autism Society Philippines and United Architect of the Philippines.

Through the Office of the Industry Manpower Development and the Regional Offices, various initiatives on Barrier Free Tourism are conducted bearing in mind and recognizing the importance of accessibility of persons with disabilities to the physical, socio economic and cultural environment to fully enjoy their human right and fundamental freedoms as prescribed under UN Convention on the Rights of PWD's.

## II. Objectives

1. To disseminate information about PH Barrier Free Tourism
2. To train tourism frontliners on how to assist PWDs, the elderly, pregnant women and parents with small children
3. To make tourism sites and establishments more accessible to all travellers particularly PWDs, the elderly, pregnant women and mothers with small children
4. To encourage more PWDs, senior citizens, pregnant women and parents with small children to travel around the Philippines
5. To develop global competitiveness on Barrier Free Tourism

## IV. Minimum Requirements

- Must be a DOT accredited Travel and Tour Agency/Travel Agency/Tour Operator or Service provider
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS) and
- Must be willing to provide services on a send-bill arrangement

## IV. Scope, Coverage and Deliverables

TRAINING DATES : DECEMBER 12-13, 2022 (INCLUSIVE OF TRAVEL TIME, 1 DAY BEFORE AND 1 DAY AFTER TRAINING)

The following are the services required by the DOT:

### A. Services before the training

1. Arrange and Purchase Air fare, land and sea transfer from Manila to Venue to Manila (round trip) for 5 pax (3 Resource Persons and 2 secretariat/facilitator)

### FLIGHT DETAILS PASSENGER DETAILS REQUIREMENTS

December 11, 2022

Manila-Caticlan

December 14, 2022

Caticlan-Manila GLORIA V. PUNZALAN

1. Birthday – March 25, 1967

2. Email: glopunzalan@gmail.com

3. Contact Number : 09561287789

4. Get Go: N/A

5. Mabuhay Miles Inclusive of:

- 20 kilos baggage allowance
- Travel Insurance
- Tickets are refundable and rebookable, regular fare (not promo fare)
- Land and sea port transfer from Caticlan airport to venue

December 11, 2022

Manila-Caticlan

December 14, 2022

Caticlan-Manila JULIETA B. MALONZO

1. Birthday – February 26, 1964

2. Email: malonzojuliet26@gmail.com

3. Contact Number : 09067880380

4. Get Go: N/A

5. Mabuhay Miles

December 11, 2022

Manila-Caticlan

December 14, 2022

Caticlan-Manila JOSEPH V. GOMEZ

1. Birthday – October 2, 1976

2. Email:

3. Contact Number :

4. Get Go: N/A

5. Mabuhay Miles

December 11, 2022

Manila-Caticlan

December 14, 2022

Caticlan-Manila JOSE MICHAEL OLORIS

1. Birthday: May 24, 1978

2. Email: Irene.oloris15@gmail.com

3. Contact Number : 09175756023

4. Get Go: N/A

5. Mabuhay Miles

December 11, 2022

Manila-Caticlan

December 14, 2022

Caticlan-Manila JONATHAN UY

1. Birthday:
2. Email:
3. Contact Number :
4. Get Go: N/A
5. Mabuhay Miles

2. Arrange accommodation for 4days/3nights for 3 Resource Persons and 2 secretariat/facilitators
3. Arrange meals for the 3 Resource Persons and 2 secretariat/facilitator during the conduct of training (off session)

**B. Services on actual training**

1. Provide training venue and meals:

Day 1

Dec. 12 Venue Indoor 1 Lunch: managed buffet AM and PM snacks 30 participants

10 Resource Persons

Facilitators,

Secretariat, Guests

Day 2

Dec 13 Venue outdoor 1 Lunch plated or packed

2. Provide equipment requirements as needed in the conduct of actual rescue demonstration.

**C. Services after the training**

1. Prepare and submit Terminal Report with photos

**D. Others deliverables**

1. Assist to facilitate the conduct of a 2-day training for the PWD's Rescue training program
2. Meet with the OIMD to clarify the purpose, objectives and deliverables of the program expectations.
3. Assist the secretariat and technical support team
4. Assist for documentation and post-activity report
5. Assist in the registration of the participants in coordination with the secretariat.
6. Coordinate concerned offices/units regarding the venue for stage set-up (if needed) and venue for the actual rescue demonstration.
7. If required, RT-PCR test for five pax (speakers and secretariat/facilitator)
8. Ensure all required training materials and other required equipment are available and functioning.

**V. Project Duration**

December 12-13, 2022 or upon issuance of Notice of Award.

**VII. Approved Budget Cost**

TWO HUNDRED FIFTY NINE THOUSAND ONE HUNDRED SIXTEEN PESOS ONLY (P259,116.00) inclusive of all applicable government taxes in accordance with government procedure.

Note: The winning bid however, 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.

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**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Services of a Tour Operator/Ground Handler for the BARRIER FREE TOURISM – PWD	1	Lot	259,116.00

**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. 2022-12-328

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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 IN A SEALED ENVELOPE on or before 05 December 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Remarks**

1st extension.

**Created by** Norjannah P Lucman

**Date Created** 01/12/2022

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