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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5779973
Procuring Entity DEPARTMENT OF TOURISM
Title ASEAN PLUS THREE TOURISM YOUTH SUMMIT - Clark, Pampanga- Ground Arrangement (November 18-24, 2018)

Area of Delivery

Solicitation Number:	2018-11-0347	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	07/11/2018
Approved Budget for the Contract:	PHP 996,298.00	Last Updated / Time	07/11/2018 00:00 AM
Delivery Period:		Closing Date / Time	12/11/2018 10:00 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 t_romanesh@yahoo.com.ph		

Description

ASEAN PLUS THREE TOURISM YOUTH SUMMIT
18-24 November 2018 | Clark, Pampanga

TERMS OF REFERENCE
Ground Arrangements (Tour Operator)

Background

The Philippines is organizing the ASEAN Plus Three Tourism Youth Summit on November 18-24, 2018 in Clark, Philippines. The summit is convened as a venue for the tourism youth of ASEAN, China, Japan, and the Republic of Korea to learn, experience and share lessons aimed at enhancing competitiveness for future industry leaders. The Summit will run for a total of 7 days inclusive of travel time.

The ASEAN Plus Three Tourism Students Summit was convened for the first time in Bangkok and Pattaya in 2014 and in the following years hosted in the Philippines as the ASEAN Plus Three Tourism Youth Summit in 2015 in Cebu and Bohol, and in 2016 in Dumaguete and Siquijor. In 2017, the program was co-hosted by the Philippines and Thailand in Bangkok and Manila.

1. Meals

A. Item : AM/PM Snacks, Luncheons and Dinners

B. Details

1. Must be provide Menu for consideration of DOT program management team.
2. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).
3. Must be able to provide uniformed and well-trained banquet service personnel during banquets.
4. Must include the services and amenities as indicated in table below.
5. Must waive corkage fee for items which will be sourced from DOT and from event sponsor/s.

Date AM Snacks Lunch PM Snacks Dinner
 17 Nov 2018 n/a n/a n/a Secretariat Meal
 (4 pax)
 18 Nov 2018 Secretariat Meal for Airport Reception
 (10 pax) Packed Lunch
 (15 pax)
 Venue: Hotel - Clark
 + sanitation kit Secretariat Meal for Airport Reception
 (10 pax) Secretariat Meal for Airport Reception
 (4 pax)
 19 Nov 2018 n/a
 (c/o Hotel - Clark) n/a
 (c/o Hotel - Clark) Packed Light Snacks
 (65 pax)
 Venue: Nayong Filipino sa Clark
 + sanitation kit n/a
 (c/o Hotel - Clark)
 20 Nov 2018 AM snacks and beverage- packed
 (65 pax)
 Venue: Sandbox, Porac Pampanga (tbc)
 + sanitation kit Buffet Lunch
 (65 pax)
 Venue: Sandbox, Porac Pampanga (tbc) PM snacks and beverage- packed
 (65 pax)
 Venue: Sandbox, Porac Pampanga (tbc)
 + sanitation kit n/a
 (c/o Hotel - Clark)
 21 Nov 2018 AM snacks and beverage- packed
 (65 pax)
 Venue: Puning Hot Springs (tbc)
 + sanitation kit Buffet Lunch
 (65 pax)
 Venue: Puning Hot Springs (tbc)
 Cost inclusive of Tours
 Note: no pork menu n/a
 (c/o Hotel - Clark) Buffet Dinner
 (65 pax)
 Venue: Casual dining restaurant within Clark
 22 Nov 2018 AM snacks and beverage- packed
 (65 pax)
 Venue: Mount Samat Monument
 + sanitation kit n/a
 (c/o Hotel - Bataan) n/a
 (c/o Hotel - Bataan) n/a
 (c/o Hotel - Bataan)
 23 Nov 2018 AM snacks and beverage- packed
 (65 pax)
 Venue: Onboard Bus Transfer to Clark n/a
 (c/o Hotel - Clark) n/a
 (c/o Hotel - Clark) n/a
 (c/o Hotel - Clark)
 24 Nov 2018 Light snacks and beverage
 (65 pax)
 Venue: Hotel - Clark Packed Lunch
 (15 pax)
 Venue: Hotel - Clark Secretariat Meal
 (10 pax) Secretariat Meal
 (4 pax)
 25 Nov 2018 Secretariat Meal
 (4 pax) Secretariat Meal
 (4 pax) n/a n/a
 TOTAL PHP 422,850.00

2. Transportation

A. Item:

1. DOT Accredited Tourist Transport
2. Must provide a focal person/ dispatcher for vehicles and on-board tour coordinator for buses
3. Must provide paramedic crew with basic first aid kits and equipment for tour buses
4. Units must not exceed 5 years of service and at par with international quality standard for tourist transport specifically for well-maintained air-conditioning system and on board microphone, LCD/LED TV and entertainment - karaoke (for buses)
5. Inclusive of:
 - Fuel and other charges
 - Parking Fees and Toll Fees
 - Well-groomed, uniformed drivers
 - Meals of the Driver

Land Transportation

Date No. of transportation units required
 Secretariat Van Tourist Bus Airport Transfer

17 Nov 2018 1 Unit
 Super Grandia or equivalent n/a 6 Units
 Tourist Van
 (1 unit in Clark /
 5 units Manila-Clark)
 18 Nov 2018 1 Unit
 Super Grandia or equivalent 2 Units
 Deluxe Tour Bus
 (within Pampanga) n/a
 19 Nov 2018 1 Unit
 Super Grandia or equivalent 2 Units
 Deluxe Tour Bus
 (within Pampanga) n/a
 20 Nov 2018 1 Unit
 Super Grandia or equivalent 2 Units
 Deluxe Tour Bus
 (within Pampanga) n/a
 21 Nov 2018 1 Unit
 Super Grandia or equivalent 2 Units
 Deluxe Tour Bus
 (within Pampanga) n/a
 22 Nov 2018 1 Unit
 Super Grandia or equivalent 2 Units
 Deluxe Tour Bus
 (Pampanga-Bataan) n/a
 23 Nov 2018 1 Unit
 Super Grandia or equivalent 2 Units
 Deluxe Tour Bus
 (Bataan-Pampanga) n/a
 24 Nov 2018 1 Unit
 Super Grandia or equivalent n/a 6 Units
 Tourist Van
 (1 unit in Clark /
 5 units Clark-Units)
 25 Nov 2018 1 Unit
 Super Grandia or equivalent n/a n/a
 TOTAL PHP 465,698.00

3. Tours and Activities

A. Details:

1. Inclusion of:

- All applicable fees
- DOT Accredited Tour Guides
- Complimentary Bottled Water on board Buses and Vans
- Tour Kits / Provisions (as indicated)

2. Details:

Date Activity and Other Inclusions Location

20 Nov 2018 Entrance fee and all-in activity fee for 55 pax Sandbox, Porac, Pampanga

21 Nov 2018 Hot-spring and sand spa package for 55 pax

-cost included in meal budget of same venue Puning Hot Springs, Angeles, Pampanga

TOTAL PHP 57,750.00

4. Preparatory Arrangements - PHP 50,000.00

Ocular Inspection of Venues and Tours (date tbc):

- Clark, Pampanga
- Bagac, Bataan

Inclusion: Transportation (Tourist Van), Meals 4 pax, all fees in connection with venues / facilities / attractions to be visited.

5. Total Amount: PHP 996,298.00 inclusive of all applicable charges and tax.

6. Other Requirements:

- a. DOT Accredited Travel Agency / Tour Operator based in Metro Manila
- b. Show breakdown of quotation

7. Payment Procedure: Government Procedure

8. Contact Persons: Mr. Jaime Victor Bayhonan
 Policy Formulation and International Cooperation Division
 459-5200 to 30 local 514
 pdot.pficd@gmail.com and jsbayhonan@tourism.gov.ph

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 or Bus. Tax Return (For ABC's above Php500K)

4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

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

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 06/11/2018

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