



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5513561
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator for the Training of Regional Tour Guiding Course
Area of Delivery Metro Manila

Solicitation Number:	2018-07-0187 (2nd Posting)	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	25/07/2018
Approved Budget for the Contract:	PHP 160,000.00	Last Updated / Time	25/07/2018 00:00 AM
Delivery Period:	5 Day/s	Closing Date / Time	30/07/2018 10:00 AM
Client Agency:			
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph		

Description

REQUEST FOR QUOTATION

The Department of Tourism (DOT) invites all interested suppliers to submit their lowest price proposal/quotation on the item listed below:

TERMS OF REFERENCE TOUR OPERATOR SERVICES

BACKGROUND

- A. Participants: Training of Regional Tour Guiding Course NCR Batch 11
 B. No. of Participants : 30pax

MINIMUM REQUIREMENTS FOR SUPPLIERS

- A. Must be DOT Accredited Tour Operator;
 Must be willing to provide services on a send-bill arrangement

SCOPE OF WORK/DELIVERABLES

DATE: August 03 (Friday) Place/Venue Within Metro Manila
 Activity 1: National Museum Teaching Tour
 No. of participants - 30pax

Pick-up and Drop-off at DOT Makati Office.

Tour Inclusions:

DOT Accredited Bus (for 30pax)

Meals (2 snacks and lunch at restaurant near the area of tour itinerary)

Bottled water

Entrance fees to National Museum

All parking fees/All city permits/ Driver meals/Passenger insurance

DATE: August 08 (Wed) Place/Venue Within Metro Manila

Activity 2: Airport, Seaport and Hotel Familiarization Tour

Whole day tour to Airport Terminals 1, 2 and 3, Manila Port and a DOT Accredited Hotel.

No. of participants - 30pax Pick-up and Drop-off at DOT Makati Office.

Tour Inclusions:

DOT Accredited Bus (for 30pax)

Meals (2 snacks and lunch at restaurant near the area of tour itinerary)

Bottled water

All parking fees/All city permits/ Driver meals/Passenger insurance

DATE: August 14 (Tues) Place/Venue Within Metro Manila

Activity 3: Formal Dinner for Protocol, Etiquette and Social Graces

Formal dinner activity

No. of participants - 30pax Inclusions:

DOT Accredited 4-5star Hotel within Makati City.

Plated course meal with formal dinner set up and pre-dinner cocktails with set-up (non-alcoholic drinks)

Private function room for 30pax

With P.A system and LCD Projector DATE: August 23 (Thurs) Place/Venue Within Metro Manila

Activity 4: Teaching Tour

Whole day Manila City Tour No. of participants - 30pax Pick-up and Drop-off at DOT Makati Office.

Tour Inclusions:

DOT Accredited Bus (for 30pax)

Meals (2 snacks and lunch at restaurant near the area of tour itinerary)

Bottled water

All entrance fees /All parking fees/All city permits/Driver meals/Passenger insurance

DATE: August 31 (Fri) Place/Venue Within Metro Manila

Activity 4: Final Practical Exam - Mock Tour

Whole day Manila City Tour No. of participants - 35pax Pick-up and Drop-off at DOT Makati Office.

Tour Inclusions:

DOT Accredited Bus (for 35pax)

Meals (2 snacks and lunch at restaurant near the area of tour itinerary)

Bottled water

All entrance fees /All parking fees/All city permits/Driver meals/Passenger insurance

Refer to the attached Itinerary

V. BUDGET FOR CONTRACT:

PHP160,000.00 inclusive of taxes

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

Contact Person:

VI. PROJECT OFFICER/CONTACT PERSON

Kytiin Kyla Principio

Office of Industry Manpower Training Division Trunk Line: (02) 459-5200 loc. 214

Email: kkprincipio@gmail.com

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to

Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
4. DOT Accreditation Certificate

Deadline for the submission of Bid: on or before July 30, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 24/07/2018

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