



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9408122  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** AIR, GROUND HANDLING, AND TRANSPORT SERVICES  
**Area of Delivery** Davao Del Sur

<b>Solicitation Number:</b>	NCR-2023-01-002	<b>Status</b>	<b>Pending</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>Approved Budget for the Contract:</b>	PHP 311,178.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	5 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	18/01/2023
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotnrc.bac@tourism.gov.ph	<b>Last Updated / Time</b>	17/01/2023 16:19 PM
		<b>Closing Date / Time</b>	23/01/2023 08:00 AM

#### Description

##### BRIEF BACKGROUND:

The MTEx Davao will be held at the Function Hall 1, SMX Convention Center Davao, SM Lanang Premier, Davao City. Carrying the theme, "Sustaining the Colors of Mindanao", the event hopes to promote Mindanao as a safe and fun destination by highlighting one region each time, engaging stakeholders, guaranteeing simultaneous and secure reopening along the value chain; and capitalizing on tourism opportunities.

##### OBJECTIVES:

The DOT-NCR Regional Office is in need of a Tour Operator or Travel and Tour Agency to provide Air, Ground Handling, and Transport Services for the regional office's participants to the Mindanao Tourism Expo 2023 slated on January 27 - 29, 2022 at the SMX Convention Center Davao, SM Lanang Premier, Davao City

##### SPECIFICATIONS

A. Air Travel for invited Tour Operators from Metro Manila  
Air travel for the 2 pax on the following dates and details:

Date Cost per way Baggage Allowance Total  
 26 January 2023 Manila to Davao  
 Php 6,214/way + 40% surcharge (2,485.60) x 2 pax  
 20 kgs check-in luggage allowance  
 Additional 40kg prepaid baggage allowance  
 (1,250.00 x 2) 8,699.60 x 2 pax

+ 2,500.00  
 = 19,899.20

30 January 2023 Davao to Manila

Php 6,687/way + 40% surcharge (2,674.80) x 2 pax 20 kgs check-in luggage allowance

Additional 40kg prepaid baggage allowance

(1,250.00 x 2) 9,361.80 x 2 pax

+2,500.00

= 21,223.60

Air Travel for DOT Regional Staff

Air travel for the 7 (pax) from the DOT NCR on the following dates and details:

Date Cost per Way Baggage Allowance Total

26 January 2023

Manila to Davao

Php 6,193.00/way + 40% surcharge (2,477.20) x 8 pax

Must depart Manila at 9:25 AM and arrive at 11:20 AM 20 kgs check-in luggage allowance

Additional 20kg prepaid baggage allowance

(400.00 x 8 pax) Php 8,670.20 x 8 pax

+ 3,200.00

= 72,561.60

30 January 2023 Davao to Manila

Php 6,553.00/way + 40% surcharge (2,621.20) x 8 pax

Must depart Davao at 3:35 PM and arrive at 5:20 PM 20 kgs check-in luggage allowance

Additional 20kg prepaid baggage allowance

(400.00 x 8 pax) Php 9,174.20 x 8 pax

+ 3,200.00

=76,593.60

#### B. Transportation

Use of 1 (one) Van for DOT Regional Staff for the following dates, details, and itinerary:

1 Van Hire in Manila - DOT Office to Airport Terminal and Vice versa

January 26 - DOT Office/Points in MM to Airport Terminal

January 30 - Airport Terminal to DOT Office/Points in MM

- 4 hours use of van per day for 2 days

- 1 unit of air-conditioned van

- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee

- Driver must be fully vaccinated

- 4,000.00/day x 2 days = 8,000.00

1 Van Hire in Davao City - DOT NCR Staff and MM Stakeholders from Davao Airport - Billeting Hotel and Metro Davao for 5 days (12 hours use with 3 hours Overtime fee)

- 12 hours use of van for 5 days

- With 3 hours Overtime fee per day (300/hr)

- 1 unit of air-conditioned van

- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee

- Driver must be fully vaccinated

- 5,000/day + 900 Overtime fee x 5 days = Php 29, 500.00

#### C. Hotel Accommodation

- Standard Hotel

- Air conditioned

- Breakfast must be included

- With internet connection

- Hotel must be 2 - 4km within the Mindanao Tourism Expo 2023 location

- Hotel must be DOT Accredited

#### A. Meals

Staff Meals

Meal - Php 180 X 5 days X 8 pax X 3 meals

Total: 21,600.00

Stakeholder Meals

Meal - Php 300 x 5 days x 3 pax x 3 meals

Total: Php 9,000.00

For DOT-NCR Staff Php 1,800.00/night

X 4 nights

X 4 rooms 28,800.00

For invited Tour Operators Php 3,000.00/night

X 4 nights

X 2 rooms 24,000.00

Minimum requirements of Tour Operator:

A. Must be accredited by the DOT and must abide to the Memorandum Circular on the Health and Safety Guidelines

Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;  
B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;  
C. Provision of first aid medical kit for the group;  
D. Willing to provide services on send-bill arrangement.

Approved Budget for the Contract (ABC)

Three Hundred Eleven Thousand One Hundred Seventy Eight Pesos only only (Php 311,178.00).  
inclusive of taxes and is subject to appropriate government taxes.

Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Duly notarized original and certified true copy of Omnibus Sworn Statement;
4. DOT Accreditation Certificate

Contact Persons:

MR. ERNIE TESTON  
Head, PMDU  
ernieteston@tourism.gov.ph

MS. COLLINS KARLA E TELMO  
cetelmo@tourism.gov.ph

Contact number: 84595200 local 223

**Other Information**

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat  
2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on January 23, 2023 @ 8:00 am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 16/01/2023

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