



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9527512  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** RFQ NP-SVP 2023-03-123 - Procurement of a Tour Operator (Accommodation, Airline Tickets, and Transportation) for the conduct of NTDP 2023-2028 Tourism Stakeholders National Summit on 14-16 March 2023  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ No. NP-SVP 2023-03-123	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	02/03/2023
<b>Approved Budget for the Contract:</b>	PHP 824,890.26	<b>Last Updated / Time</b>	01/03/2023 15:33 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	06/03/2023 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Andrea Jose Oca Administrative Officer V 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 ajoca@tourism.gov.ph		

#### Description

TECHNICAL SPECIFICATION  
 Tour Operator/Ground Arrangements  
 NTDP 2023-2028 Tourism Stakeholders National Summit  
 March 14-16, 2023

#### BACKGROUND

The Department of Tourism (DOT) has the full support of the various tourism stakeholders and has been actively involved in tourism planning and development both at the national, regional, and local levels. At the national level, the DOT is the key agency for policy-making, planning, regulation, and overall destination development. At the regional level, tourism planning and development are coordinated by the regional offices. The various tourism stakeholders call for a mechanism to better coordinate and manage the diverse goals which may in some cases be in conflict.

With the National Tourism Development Plan (NTDP) 2023-2028 now fully formulated, the next step is to launch and implement it with the support of the national tourism stakeholders. The NTDP 2023-2028 will serve as a guide and development framework for both national and local tourism stakeholders, helping them navigate their journey toward full recovery.

In this regard, the DOT is in need of a DOT Accredited Travel and Tour Operator located within Metro Manila that shall provide services such as Purchasing of Domestic Airfare, Accommodation and Transportation during the conduct of the Summit.

## I. ACCOMMODATION

Must be DOT Accredited Hotel with 3.5-star or above rating

Must be located in Manila. Approximately 0.5 km radius from Sheraton Manila Bay where the event will take place.

All rooms must be inclusive of breakfast, complimentary Wi-fi access on all rooms and public areas, and drinking water/coffee/tea

- Rate for room @ Php 4,656.00 per room/night
- Room Quantity: 43 Twin sharing (single beds) rooms
- Number of nights: Two (2) nights
- Check In: 14 March 2023
- Check Out: 16 March 2023

Sub-Total Amount: Php 400,416.00

- Rate for room @ Php 3,960.00 per room/night
- Room Quantity: 16 Triple sharing (single beds) rooms
- Number of nights: Two (2) nights
- Check In: 14 March 2023
- Check Out: 16 March 2023

Sub-Total Amount: Php126,720.00

## II. PURCHASE AND ISSUANCE OF DOMESTIC AIRLINE TICKETS

Eight (8) Economy Class Round Trip Tickets

Flight Details:

Flight Details Amount Computation Total Remarks

Gen. Santos – Manila (RT)

(BARM Participants) 18,681.60 18,681.60 x

8 pax 149,452.80 Names of the passenger to be confirmed.

Flight details and itinerary are subject to changes upon confirmation of the participants

Total Php 149,452.80

Note: Travel and Tour Operator may propose another flight itinerary that must be within the identified travel dates and approved budget for the contract (ABC).

Requirements:

- Ticket is rebookable and refundable
- Regular Economy Fare
- Inclusive of 20kg baggage allowance
- Payment will be based on the actual tickets issued

## III. TRANSPORTATION

Must be DOT Accredited Tourist Transport and with a DOT Accredited Van

Must provide Five (5) units of the air-conditioned vans to be used on 14-16

March 2023

Provision of focal person/dispatcher

Roundtrip airport to hotel/meeting venue transfers with provision of transportation of luggage

Inclusive of fuel, applicable toll and parking fees, professional driver fees and meals

Sub-Total Amount: Php 148,301.46

## IV. Approved Budget for the Contract and Mode of Payment

The approved budget for the contract is Eight Hundred Twenty-Four Thousand, Eight Hundred Ninety Pesos 26/100 (Php 824,890.26) inclusive of all applicable taxes, government procedures, and send bill arrangement. Chargeable against 2023 OTDPRIM TDPD (A.3.a) GAA Funds – Finalization and Implementation of NTDP 2023-2028.

Approved Budget for Contract: Php 824,890.26

Contact Person:

ADRIAN CRUZ / LARALIZA BAGAYAN  
Tourism Development Planning Division  
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lbagayan@tourism.gov.ph;  
tdpd@tourism.gov.ph

Approved by:

RAMIL S. BASUEL  
OIC Chief, TDPD

**Other Information**

Documentary/Eligibility Documents:

1. Valid Mayor's/Business Permit,
2. PhilGEPS Registration Number,
3. Income/Business Tax Return,
4. DOT-Accreditation Certificate, and
5. Notarized Omnibus Sworn Statement (OSS).

**Created by** Andrea Jose Oca

**Date Created** 01/03/2023

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