



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9576103
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Travel and Tour Operator 61st APEC Tourism Working Group Meeting in Iloilo, PH on 25-28 April 2023

Area of Delivery

Solicitation Number:	2023-03-159	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	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	16/03/2023
Approved Budget for the Contract:	PHP 994,131.00	Last Updated / Time	16/03/2023 00:00 AM
Delivery Period:		Closing Date / Time	20/03/2023 11:00 AM
Client Agency:			
Contact Person:	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		

Description

I. BACKGROUND

The APEC Tourism Working Group (TWG) aims to foster economic development in the Asia-Pacific region through sustainable tourism. The TWG recognizes the tourism is one of the region's fastest growing industries and important vehicle for economic development of APEC economies.

In this regard, the PDOT is in need of a DOT-Accredited Travel and Tour Operator based in Metro Manila to provide requirements on domestic airfare, ground arrangements, meals, technical tours in connection with Philippines' hosting of the 61st APEC Tourism Working Group Meeting from 22 to 30 April 2023 (inclusive of travel dates) in Iloilo, Philippines.

II: SCOPE AND SERVICES

1. Round trip domestic airfare for the following:

No of Pax : 8 passengers
 001 Ms. Jem Micaiah M. Turla
 002 Mr. Kim Benedict B. Vito
 003 Ms. Mylene D. Talana
 004 Official, Tourism Development Sector
 005 Official, OTDPRIM

006 Representative, SEAIMD

007 Representative, TDPD

008 Consultant

Flight Details :

Manila to Iloilo, Flight dates between 22 to 24 April 2023, Flight Hours between 8:00 AM to 12:00NN

Iloilo to Manila, Flight dates between 28 to 30 April 2023, Flight hours between 12:00 NN to 6:00PM

2. Ground Arrangements

Particulars No. of Vehicle Duration Location

1. Airport Transfers 2 2 days Manila

2. Airport Transfers 2 2 days Iloilo

3. Secretariat Vehicle 1 4 days Iloilo

4. Delegate Vehicle 3 4 days Iloilo

*Vehicles preferably a 15-seater van inclusive of fuel, drivers meals and services

of tour coordinator, and other miscellaneous expenses, use for maximum of 10 hours.

3. Meals

Particulars No. of Days No of Pax Location Remarks

1. Hosted Dinner

(25 April 2023)

(27 April 2023) 2 50 pax Iloilo APEC delegates

Muslim-friendly cuisine

Must showcase local cuisine

2. Meals for DOT officials and Secretariat 6 8 pax Iloilo

4. Provision of Technical Tours

Particulars No of Pax Proposed Tour Remarks

1. Pre-Event Tour

(24 April 2023)

18 pax Iloilo City Tour Inclusive of snacks, lunch, guide , entrance fees and transfers.

2. Post-Event Tour

(28 April 2023)

50 pax Preferably Iloilo w/ island destination tour Inclusive of snacks, lunch, guide , entrance fees, delegate tour kits and ground & sea transfers.

5. Provision of Ocular Inspection

Proposed Dates: 28 to 31 March 2023

DOT Personnel:

Particulars Location Remarks

1. RT Airfare

(Manila-Iloilo-Manila)

Manila – Iloilo - Manila 2 pax

001 Ms. Jem Micaiah M. Turla

002 Mr. Kim Benedict B. Vito

Dates: 28 to 31 March 2023

Flight details:

Manila to Iloilo, Flight Hours between 8:00 AM to 12:00NN

Iloilo to Manila, Flight hours between 12:00 NN to 6:00PM

2. Accommodation Iloilo 3 nights; 2 pax

Preferably within Iloilo City

3. Breakfast Iloilo 3 days; 4 pax

4. Lunch Iloilo 3 days; 4 pax

5. Dinner Iloilo 3 days; 4 pax

6. Ground Transfers Iloilo 1 van; 3 days
(whole day use)

III: APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved total budget for the contract is Nine Hundred Ninety Four Thousand and One Hundred Thirty One Pesos Only (PHP 994,131.00) inclusive of all applicable taxes, government procedure, and send bill arrangement.

IV: CONTACT DETAILS

PREPARED BY:

KIM BENEDICT B. VITO

Tourism Operations Officer I

APPROVED BY:

WARNER M. ANDRADA
OIC-Assistant Secretary, Tourism Development

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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. 2023-03-159

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 to nplucman@tourism.gov.ph on or before 20 March 2023 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 15/03/2023

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