



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9744634
Procuring Entity DEPARTMENT OF TOURISM
Title PILOT ASSESSMENT/INSPECTION OF ACCOMMODATION ESTABLISHMENTS ON THE NATIONAL ACCOMMODATION STANDARDS (NAS) IN METRO MANILA

Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2023-0292	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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	12/05/2023
Approved Budget for the Contract:	PHP 119,027.20	Last Updated / Time	12/05/2023 00:00 AM
Delivery Period:		Closing Date / Time	15/05/2023 10:00 AM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TERMS OF REFERENCE

I. PROJECT TITLE

PILOT ASSESSMENT/INSPECTION OF ACCOMMODATION ESTABLISHMENTS ON THE NATIONAL ACCOMMODATION STANDARDS (NAS) IN METRO MANILA

II. PURPOSE/OBJECTIVE

The Office of Tourism Standards and Regulation is in need of a DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator) in the Philippines engaged in the business of arranging accommodation, meals, land transfers and other ground arrangements, to conduct the Pilot Assessment on the National Accommodation Standards (NAS) in Metro Manila. The pilot assessment aims to validate the applicability of the revised indicators for the star rating of Hotels, Resorts and Apartment Hotels (HRAs).

III. MINIMUM REQUIREMENT FOR SUPPLIERS

- Must be a DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense

IV. LOT 1

A. DETAILS OF SCOPE OF WORK AND DELIVERABLES

a. ACCOMMODATION REQUIREMENTS

To provide accommodation in the specified establishments within Metro Manila:

CHECK-IN DATES CHECK-OUT DATES NO. OF NIGHTS NO. OF ROOMS ROOM TYPE TOTAL PAX

1. CITADINES SALCEDO MAKATI

May 29, 2023 May 30, 2023 1 night 1 room with breakfast 1 Single occupancy room for DOT Third Party Auditor (TPA) 1 pax

2. RICHMONDE HOTEL ORTIGAS

May 30, 2023 May 31, 2023 1 night 1 room with breakfast 1 Single occupancy room for DOT Third Party Auditor (TPA) 1 pax

3. JOY NOSTALG HOTEL & SUITES

May 31, 2023 June 1, 2023 1 night 1 room with breakfast 1 Single occupancy room for DOT Third Party Auditor (TPA) 1 pax

TOTAL 3 night 3 rooms w/ breakfast 3 Single occupancy room for DOT Third Party Auditor (TPA) 1 pax per day

b. MEAL REQUIREMENTS

To provide plated meals with drink on the following schedules:

DATES MEAL NO. OF PAX TOTAL MEALS REMARKS

May 29 – June 1, 2023 (4 days) Breakfast 4 pax 16 meals 3 DOT personnel, 1 Driver

May 29 – June 1, 2023 (4 days) Lunch 5 pax 20 meals 1 TPA, 3 DOT personnel, 1 Driver

May 29 – 31, 2023 (3 days) Dinner 5 pax 15 meals 1 TPA, 3 DOT personnel, 1 Driver

TOTAL 51 meals

c. TRANSPORTATION REQUIREMENTS

To arrange the following transportation, inclusive of:

- Use of vehicle (as indicated in the table or other equivalent vehicle that may accommodate the indicated number of pax with luggage)
- Provision of Gasoline
- Toll Fees and Parking Fees

DATES PREFERRED

VEHICLE NO. OF PAX

(1 TPA and 3 DOT personnel) REMARKS

May 30-31, 2023 One (1) Van 4 pax

(with luggage) Land transfer within Metro Manila (from one accommodation establishment to another)

June 1, 2023 One (1) Van 4 pax

(with luggage) Drop-off to DOT Central Office from the Accommodation Establishment in Metro Manila

B. APPROVED BUDGET FOR CONTRACT FOR LOT 1

SIXTY-EIGHT THOUSAND FIFTY-NINE PESOS AND THIRTEEN CENTAVOS ONLY

(P68,059.13)

C. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed Sixty-Eight Thousand Fifty-Nine Pesos and Thirteen Centavos Only (P68,059.13) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

V. LOT 2

A. DETAILS OF SCOPE OF WORK AND DELIVERABLES

a. ACCOMMODATION REQUIREMENTS

To provide accommodation in the specified establishments within Metro Manila:

CHECK-IN DATES CHECK-OUT DATES NO. OF NIGHTS NO. OF ROOMS ROOM TYPE TOTAL PAX

1. DISCOVERY PRIMEA (MAKATI)

June 6, 2023 June 7, 2023 1 night 1 room with breakfast 1 Single occupancy room for DOT Third Party Auditor (TPA) 1 pax

2. ADMIRAL HOTEL MANILA - MGALLERY

June 7, 2023 June 8, 2023 1 night 1 room with breakfast 1 Single occupancy room for DOT Third Party Auditor (TPA) 1 pax

TOTAL 2 nights 2 rooms w/ breakfast 2 Single occupancy room for DOT Third Party Auditor (TPA) 1 pax per day

b. MEAL REQUIREMENTS

To provide plated meals with drink on the following schedules:

DATES MEAL NO. OF PAX TOTAL MEALS REMARKS

June 6-8, 2023 (3 days) Breakfast 4 pax 12 meals 3 DOT personnel, 1 Driver

June 6-8, 2023 (3 days) Lunch 5 pax 15 meals 1 TPA, 3 DOT personnel, 1 Driver

June 6-7, 2023 (2 days) Dinner 5 pax 10 meals 1 TPA, 3 DOT personnel, 1 Driver

TOTAL 37 meals

c. TRANSPORTATION REQUIREMENTS

To arrange the following transportation, inclusive of:

- Use of vehicle (as indicated in the table or other equivalent vehicle that may accommodate the indicated number of pax with luggage)
- Provision of Gasoline
- Toll Fees and Parking Fees

DATES PREFERRED

VEHICLE NO. OF PAX

(1 TPA and 3 DOT personnel) REMARKS

June 6, 2023 One (1) Van 4 pax

(with luggage) Pick-up from DOT Central Office to the Accommodation Establishment in Metro Manila

June 7, 2023 One (1) Van 4 pax

(with luggage) Land transfer within Metro Manila (from one accommodation establishment to another)

June 8, 2023 One (1) Van 4 pax

(with luggage) Drop-off to DOT Central Office from the Accommodation Establishment in Metro Manila

B. APPROVED BUDGET FOR CONTRACT FOR LOT 2

FIFTY THOUSAND NINE HUNDRED SIXTY-EIGHT PESOS AND SEVEN CENTAVOS ONLY
(P50,968.07)

C. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed Fifty Thousand Nine Hundred Sixty-Eight Pesos and Seven Centavos Only (P50,968.07) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VI. PROJECT OFFICER/CONTACT PERSON

Ms. JENNIFER B. RUCIO
Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 224
Mobile: 09955108130
Email: sdd@tourism.gov.ph

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

Other Information

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

PARTIAL BID IS ALLOWED.

Note: Kindly submit your quotations together with your eligibility requirements to msdante@tourism.gov.ph on or before 15 May 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 11/05/2023

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