



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9784452
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of the Meals, Accommodation, air tickets and transportation requirements for the DOT's conduct of the 1st Internal Quality Audit for FY 2023 on 01-17 June 2023.
Area of Delivery (Independent City)

Solicitation Number:	SVP 2023-05-337	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 792,165.91	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	25/05/2023
Contact Person:	JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph	Last Updated / Time	24/05/2023 12:02 PM
		Closing Date / Time	29/05/2023 10:00 AM

Description

I. BIDDER : Service Provider (DOT-Accredited Tour Operator)

II. PROJECT TITLE : DOT's 1st Internal Quality Audit for FY 2023

III. PROJECT DATE : 01-18 June 2023

PURPOSE/ OBJECTIVE : The Department of Tourism – Planning Service is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing accommodation, meals, land transport service and domestic airfare for the conduct of DOT's 1st Internal Quality Audit for FY 2023

IV. SCOPE OF WORK

a. Meals

- 300 Packed AM snacks with bottled juice or soda (sandwich/burger/pasta/any heavy snack)
- 150 Packed lunch with 3 viands (1 vegetable, 2 of the following: pork, chicken, fish or beef), rice, dessert, and bottled juice or soda
- 300 Packed PM snacks with bottled juice or soda (sandwich/burger/pasta/any heavy snack)
- Free flowing coffee / tea and water with chips / nuts / candies
- All with utensils

June 01, 2023

AM Snacks 60 packs

Lunch 35 packs

PM Snacks 60 packs

June 02, 2023

AM Snacks 60 packs
Lunch 25 packs
PM Snacks 25 packs
June 05, 2023
AM Snacks 60 packs
Lunch 25 packs
PM Snacks 70 packs
June 06, 2023
AM Snacks 60 packs
Lunch 25 packs
PM Snacks 70 packs
June 07, 2023
AM Snacks 60 packs
Lunch 40 packs
PM Snacks 75 packs

• Note: Serving portions should be incorporated in the proposal, preferably with pictures. For discussion. Likewise, menu shall be subject to the approval of the end-user and Itinerary may be subject to change provided that the end-user must give notice.

b. Accommodation

- Hotel within one (1) km radius from DOT Makati Central Office
- One (1) Single room with complementary breakfast
Check-in: 04 June 2023
Check-out: 05 June 2023
- One (1) Single room with complementary breakfast
Check-in: 05 June 2023
Check-out: 08 June 2023
- With WiFi access
- Meals Requirements
 - Dinner for 1 pax on 04 June 2023
 - Dinner for 2 pax on 05 June 2023
 - Dinner for 1 pax on 06-07 June 2023
 - Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)
- Transportation Requirements
 - Airport Transfer on 04 and 05 June 2023 for 1 pax
 - Airport Transfer on 05 and 08 June 2023 for 1 pax
 - Must include: well-groomed Driver, Driver's meal, fuel, toll fees, parking fee, and any applicable fees

c. Flight (Airfare and luggage)

Date	Route	Preferred	Departure	Time	Number of Pax	Remarks
June 4	Davao – Manila	1800H	-	1900H	1	With at least 20kgs luggage allowance
June 5	Manila – Davao	2100H	-	2200H	1	With at least 20kgs luggage allowance
June 5	Legazpi – Manila	0700H	-	0800H	1	With at least 20kgs luggage allowance
June 8	Manila – Legazpi	2100H	-	2200H	1	With at least 20kgs luggage allowance
June 13	Manila – Legazpi	0500H	-	0600H	2	With at least 20kgs luggage allowance
June 15	Legazpi – Manila	1800H	-	1900H	2	With at least 20kgs luggage allowance
June 13	Manila – Gen. Santos	0600H	-	0700H	2	With at least 20kgs luggage allowance
June 15	Gen. Santos - Manila	1500H	-	1600H	2	With at least 20kgs luggage allowance
June 13	Manila – Ilo-ilo	0400H	-	0500H	2	With at least 20kgs luggage allowance
June 14	Ilo-ilo - Manila	1900H	-	2000H	1	With at least 20kgs luggage allowance
June 15	Ilo-ilo - Manila	1400H	-	1500H	1	With at least 20kgs luggage allowance
June 13	Manila – Tacloban	0400H	-	0500H	2	With at least 20kgs luggage allowance
June 15	Tacloban – Manila	1600H	-	1700H	2	With at least 20kgs luggage allowance
June 13	Manila to Davao	0500H	-	0600H	2	With at least 20kgs luggage allowance
June 15	Davao to Manila	1900H	-	2000H	2	With at least 20kgs luggage allowance
June 13	Manila – Cagayan De Oro	0400H	-	0500H	2	With at least 20kgs luggage allowance
June 15	Cagayan De Oro – Manila	1800H	-	1900H	2	With at least 20kgs luggage allowance
June 14	Manila – Tuguegarao	0600H	-	0700H	2	With at least 20kgs luggage allowance
June 16	Tuguegarao – Manila	1200H	-	1300H	2	With at least 20kgs luggage allowance
June 14	Manila – Butuan	0400H	-	0500H	2	With at least 20kgs luggage allowance
June 16	Butuan – Manila	1600H	-	1700H	2	With at least 20kgs luggage allowance
June 15	Manila – Cebu	0600H	-	0700H	2	With at least 20kgs luggage allowance
June 16	Cebu - Manila	1800H	-	1900H	1	With at least 20kgs luggage allowance
June 17	Cebu - Manila	1600H	-	1700H	1	With at least 20kgs luggage allowance
June 15	Manila – Zamboanga	0400H	-	0500H	2	With at least 20kgs luggage allowance
June 17	Zamboanga - Manila	1700H	-	1800H	2	With at least 20kgs luggage allowance

Requirements:

- Ticket is rebookable.
- If above flights are fully booked, the supplier may present the next available option provided that it will not exceed the ABC
- Name of passengers and itinery will be provided upon final confirmation

- Regular Economy Fare
- All are direct flights
- Include Travel Insurance
- Show breakdown of quotation

Note:

The Department of Tourism shall pay only for the tickets that were issued upon final confirmation from the end-user.

d. Land Transport Service

Days Travel Order Date Route/Itinerary Remarks

4 days June 04-07

Pick up - June 4, 1400H June 4 – DOT Makati to (DOT Region 4A) Calamba, Laguna

June 5-6 – Calamba, Laguna

June 7 – DOT 4A, Calamba, Laguna to DOT Makati 1 car

3 days June 12 – 14

Pick up – June 12, 1200H

3 days only due to scheduled audit of DOT-CAR on June 15 June 12 – (DOT CAR) Baguio to (DOT Region 3)

Angeles, Pampanga

June 13-14 – Angeles, Pampanga

June 14 – DOT Region 3, Angeles, Pampanga to DOT CAR, Baguio 1 car

4 days June 12 – 15

Pick up – June 12, 1100H June 12 – DOT Makati to (DOT Region 1) La Union

June 13-14 – La Union

June 15 – DOT Region 1, La Union to DOT Makati 1 car

4 days June 14 – 17

Pick up – June 14, 1100H June 14 – DOT Makati to (DOT CAR) Baguio City

June 15-16 – Baguio City

June 17 – DOT CAR, Baguio City to DOT Makati 1 car

Requirements:

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.
- Travel Insurance
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated
- Itinerary may be subject to change provided that the end-user must give notice.

V. BUDGET

The approved total budget is Seven Hundred Ninety Two Thousand One Hundred Sixty Five and 91/ 100 (Php 792,165.91), inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the FY 2023 GAA of the Planning Service subject to existing accounting and auditing rules.

VI. CONTACT PERSON

Contact Person : RONELL M. ALICANTE

Office : Planning Service

Contact Number : 09176545677

Email Address : dcc@tourism.gov.ph

APPROVED BY:

MILAGROS Y. SAY

Director, Planning Service

Other Information

[Wednesday, 24 May 2023 11:48 AM] Jose Q Perez: 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 or Certificate of Platinum membership

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 jqperez@tourism.gov.ph on or before 29 May 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 24/05/2023

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