



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9795191
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of DOT Accredited Tour Operators for the Conduct of the Pilot Assessment of the National Accommodation Standards (NAS) in Palawan, Region 4B on June 5-9, 2023

Area of Delivery

Solicitation Number:	NP-SVP 2023-05-0511	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 95,666.14	Document Request List	0
Delivery Period:	5 Day/s		
Client Agency:		Date Published	27/05/2023
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph	Last Updated / Time	26/05/2023 17:07 PM
		Closing Date / Time	30/05/2023 11:00 AM

Description

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

PILOT ASSESSMENT/INSPECTION OF ACCOMMODATION ESTABLISHMENTS ON THE NATIONAL ACCOMMODATION STANDARDS (NAS) IN PALAWAN, REGION 4B

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 Palawan, Region 4B. 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. DETAILS OF SCOPE OF WORK AND DELIVERABLES

A. ACCOMMODATION REQUIREMENTS

To provide accommodation in a DOT-Accredited Accommodation Establishments within the specified locations in Palawan:

CHECK-IN DATES	CHECK-OUT DATES	NO. OF NIGHTS	NO. OF ROOMS	ROOM TYPE	TOTAL PAX
Within Sabang Beach, Cabayugan, Puerto Princesa Near Daluyon Beach And Mountain Resort					
June 5, 2023	June 6, 2023	1 night	1 room	with breakfast 1 Single occupancy room	1 pax DOT Third Party Auditor (TPA)
		1 night	1 room	with breakfast 1 Triple occupancy room	1 pax SDD
				1 pax SMED	
				1 pax Reg. Officer	
		1 night	1 room	with breakfast 1 Single occupancy room	1 Driver
Within Puerto Princesa City Near Citystate Asturias Hotel And Best Western Plus The Ivywall Hotel					
June 6, 2023	June 9, 2023	3 nights	1 room	with breakfast 1 Single occupancy room	1 pax DOT Third Party Auditor (TPA)
		3 nights	1 room	with breakfast 1 Triple occupancy room	1 pax SDD
				1 pax SMED	
				1 pax Reg. Officer	
		3 nights	1 room	with breakfast 1 Single occupancy room	1 Driver
TOTAL 4 nights 3 rooms/day 5 pax/day					

B. MEAL REQUIREMENTS

To provide plated meals with drink on the following schedules:

DATES	MEAL	NO. OF PAX	TOTAL MEALS	REMARKS
June 5 (1 day)	Breakfast	5 pax	5 meals	1 TPA, 3 DOT personnel, 1 Driver
June 5-9, 2023 (5 days)	Lunch	5 pax	25 meals	1 TPA, 3 DOT personnel, 1 Driver
June 5-9, 2023 (5 days)	Dinner	5 pax	25 meals	1 TPA, 3 DOT personnel, 1 Driver
TOTAL 50 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

(5 days) PREFERRED

VEHICLE NO. OF PAX REMARKS

June 5, 2023	One (1) Van	4 pax (w/ luggage)	Pick-up from Puerto Princesa International Airport to Accommodation in Sabang Beach, Puerto Princesa
June 6, 2023	One (1) Van	4 pax (w/ luggage)	Land transfer from Accommodation in Sabang Beach, Puerto Princesa to Accommodation in Puerto Princesa City
June 7-8, 2023	One (1) Van	4 pax (w/ luggage)	Land transfer between Accommodation Establishments within Puerto Princesa City
June 9, 2023	One (1) Van	4 pax (w/ luggage)	Drop-off to Puerto Princesa International Airport from Accommodation in Puerto Princesa City

V. APPROVED BUDGET FOR CONTRACT

NINETY-FIVE THOUSAND SIX HUNDRED SIXTY-SIX PESOS AND FOURTEEN CENTAVOS ONLY (₱95,666.14)

VI. 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 the approved budget for contract for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VII. 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.

Approved by:

VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation

Other Information

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

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above Php500K)
- 4.Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 26/05/2023

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