



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9798701  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of DOT-accredited Tour Operator for the Conduct of Pilot Assessment/Inspection of Accommodation Establishments on the National Accommodation Standards (NAS) in Cebu, Region 7 o

#### Area of Delivery

<b>Solicitation Number:</b> SV-SVP 2023-05-0359	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b> PHP 86,786.11	<b>Document Request List</b>	0
<b>Delivery Period:</b> 5 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	30/05/2023
<b>Contact Person:</b> 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	<b>Last Updated / Time</b>	30/05/2023 00:00 AM
	<b>Closing Date / Time</b>	02/06/2023 10:00 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 CEBU, REGION 7

##### 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 Cebu, Region 7. 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 Cebu:

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

1. Within Mactan, Cebu Near Sheraton Mactan Cebu Resort and Jpark Island Resort & Waterpark Mactan Cebu  
June 13, 2023 June 15, 2023 2 nights 1 room with breakfast 1 Single occupancy room 1 pax DOT Third Party Auditor (TPA)

2 nights 1 room with breakfast 1 Twin sharing room 1 pax SDD

1 pax SMED

2. Within Cebu City Near Holiday Inn Cebu City

June 15, 2023 June 17, 2023 2 nights 1 room with breakfast 1 Single occupancy room 1 pax DOT Third Party Auditor (TPA)

2 nights 1 room with breakfast 1 Twin sharing room 1 pax SDD

1 pax SMED

TOTAL 4 nights

##### B. MEAL REQUIREMENTS

To provide plated meals with drink on the following schedules:

DATES MEAL NO. OF PAX TOTAL MEALS REMARKS

June 13 (1 day) Breakfast 3 pax 3 meals 1 TPA, 2 DOT pax (SDD and SMED)

June 13-17, 2023 (5 days) Breakfast 2 pax 10 meals 1 DOT Regional Office personnel and 1 Driver

June 13-17, 2023 (5 days) Lunch 5 pax 25 meals 1 TPA, 3 DOT personnel, 1 Driver

June 13-17, 2023 (5 days) Dinner 5 pax 25 meals 1 TPA, 3 DOT personnel, 1 Driver

TOTAL 63 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 13, 2023 One (1) Van 4 pax

(w/ luggage) Pick-up from Mactan-Cebu International Airport to Accommodation in Mactan Cebu

June 14, 2023 One (1) Van 4 pax

(w/ luggage) Land transfer between Accommodation in Mactan Cebu

June 15-16, 2023 One (1) Van 4 pax

(w/ luggage) Land transfer between Accommodation Establishments within Cebu City

June 17, 2023 One (1) Van 4 pax

(w/ luggage) Drop-off to Mactan-Cebu International Airport from Accommodation in Cebu City

##### V. APPROVED BUDGET FOR CONTRACT

EIGHTY-SIX THOUSAND SEVEN HUNDRED EIGHTY-SIX PESOS

AND ELEVEN CENTAVOS

(₱86,786.11)

##### 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](mailto: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** 29/05/2023

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