



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9859462
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Service Provider for the CONduct of Pilot Assessment of the National Accommodation Standards (NAS) in Tagaytay, Region 4A on June 26-30, 2023

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-06-402	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 114,339.39	Document Request List	0
Delivery Period: 5 Day/s		
Client Agency:	Date Published	17/06/2023
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	16/06/2023 17:49 PM
	Closing Date / Time	20/06/2023 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 TAGAYTAY, REGION 4A

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 Tagaytay, Region 4A. 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 in Tagaytay:

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

1. Within Tagaytay near or accessible from/to Anya Resort and Taal Vista Hotel

June 26, 2023 June 30, 2023 4 nights 1 room with breakfast 1 Single occupancy room 1 pax DOT Third Party Auditor (TPA)

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

1 pax SMED

4 nights 1 room with breakfast 1 Single Occupancy room 1 pax DOT Reg. Officer

B. MEAL REQUIREMENTS

To provide plated meals with drink on the following schedules:

DATES MEAL NO. OF PAX TOTAL MEALS REMARKS

June 26 (1 day) Breakfast 4 pax 4 meals 1 TPA, 3 DOT personnel

June 26-30, 2023 (5 days) Breakfast 1 pax 5 meals 1 Driver

June 26-30, 2023 (5 days) Lunch 5 pax 25 meals 1 TPA, 3 DOT personnel, 1 Driver

June 26-30, 2023 (5 days) Dinner 5 pax 25 meals 1 TPA, 3 DOT personnel, 1 Driver

TOTAL 59 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 26, 2023 One (1) Van 4 pax

(w/ luggage) Pick-up from DOT Central Office (Makati) and General Trias, Cavite for land transfer to Accommodation within Tagaytay

June 27-29, 2023 One (1) Van 4 pax

(w/ luggage) Land transfer between hotels/resorts in Tagaytay

(whole day vehicle hire)

June 30, 2023 One (1) Van 4 pax

(w/ luggage) Drop-off to DOT Central Office (Makati) and DOT TPA residence in and General Trias, Cavite from Accommodation in Tagaytay

V. APPROVED BUDGET FOR CONTRACT

ONE HUNDRED FOURTEEN THOUSAND THREE HUNDRED THIRTY-NINE PESOS

AND THIRTY-NINE CENTAVOS

(P114,339.39)

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 (ABC) 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

Mr. JC JAN O. CUETO/Ms. JENNIFER B. RUCIO

Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 224

Mobile: 09054734304 (Mr. Cueto) / 09955108130 (Ms. Rucio)

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 16/06/2023

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