



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10098129  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of services of a tour operator for the Mission Schedule for Baguio Resilient City Tourism Project-Baguio City on Sept. 12-15,

**Area of Delivery**

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | RFQ NP-SVP 2023-09-0846  | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 2                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods - General Support Services   | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | Travel, Food, Lodging and Entertainment Services   | <b>Date Published</b>        | 05/09/2023          |
| <b>Approved Budget for the Contract:</b> | PHP 255,816.00   | <b>Last Updated / Time</b>   | 04/09/2023 14:37 PM |
| <b>Delivery Period:</b>                  | 4 Day/s  | <b>Closing Date / Time</b>   | 08/09/2023 09:00 AM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | TERESITA A. ROMANES<br>Admin. Assistant V<br>#351 Sen. Gil Puyat Avenue<br>Makati<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-2-4595200 Ext.425<br><br>taromanes@tourism.gov.ph |                              |                     |

**Description**

**TECHNICAL SPECIFICATIONS**

Procurement of services of a tour operator for the Mission Schedule for Baguio Resilient City Tourism Project

I. TITLE : Procurement of Tour Operator Services

II. DATE: 12 to 15 September 2023

III. LOCATION: Baguio City

**IV. OBJECTIVES**

To attend and participate in the Mission Schedule for Baguio Resilient City Tourism Project on September 12-15, 2023.

**V. Minimum Requirements**

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.

**VI. Scope of Deliverables**

A. DOT-accredited accommodation for 4 days and 3 nights for twenty (21) persons

Check-in 12 September 2023 – Tuesday  
Check-out 15 September 2023 – Friday

1. Twin-sharing rooms for eighteen (18) Central Office staff
2. Three (3) solo rooms for Directors
3. Preferably with complimentary breakfast and WiFi access
4. Open to reduction of number of rooms in case the target number of 21 persons is not met

B. Transportation rental of three (3) air-conditioned van inclusive of:

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s
2. Driver and coordinator's fees, meals, accommodation
3. Fuel expenses, toll fees, parking fees

#### Date Particulars

12 September 2023 Tuesday - AM (Manila to Baguio City)  
PM (Venue: TBD)  
13 September 2023 Wednesday - AM (Site Visit -Network and Household Area)  
PM (Venue: TBD)  
14 September 2023 Thursday - AM (Site Visit – WWTP/STP)  
PM (Venue: TBD)  
15 September 2023 Friday -AM (Travel back to Manila)

Three (3) Vans for twenty-one (21) persons with luggage bags

#### C. Meal requirements

12 September 2023 Tuesday  
Breakfast Takeaway meals\* for twenty-one (21) persons to be distributed prior to departure in Manila  
Lunch Meals for twenty-one (21) persons  
Dinner for twenty-one (21) persons

13 September 2023 Wednesday  
Breakfast Meals for twenty-one (21) persons  
Lunch Meals for twenty-three (23) persons (including DOT-CAR representatives)  
Dinner for twenty-one (21) persons

14 September 2023 Thursday  
Breakfast Meals for twenty-one (21) persons  
Lunch Meals for twenty-three (23) persons (including DOT-CAR representatives)  
Dinner for twenty-one (21) persons

15 September 2023 Friday  
Breakfast Meals for twenty-one (21) persons  
Lunch Meals for twenty-one (21) persons  
Dinner for twenty-one (21) persons  
\* Packed meals shall include water, juice, or coffee

#### D. HEALTH/HYGIENE KITS

Pouch, Face mask, alcohol and wet wipes for twenty-three (23) persons

#### E. AMOUNT

The total amount allocated is Php255,816.00 covering all activity-related expenses including taxes and fees.

#### F. CONTACT DETAILS

Contact Person: Roanne Mae L. Ecle  
Office: Office of Special Concerns  
Email: benditalicay@gmail.com  
Mobile Number: 09451329511

PREPARED BY:

TONI MARCELS. RIMANDO  
Chief, OSC – PMCD

APPROVED BY:

ATTY. ANNAVIE E. BACOMO-LAPITAN  
Director, Office of Special Concerns

#### 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** 04/09/2023

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