



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10091235
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Tour Operator/Travel Agency for the Panel Discussion for the Philippine Tourism Dive Dialogue with Welcome Dinner and Dive Familiarization Trip

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-08-570	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	01/09/2023
Approved Budget for the Contract:	PHP 995,000.00	Last Updated / Time	01/09/2023 00:00 AM
Delivery Period:		Closing Date / Time	04/09/2023 12:00 PM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TERMS OF REFERENCE

BIDDER: Ground Handler / Tour Handler
 PROJECT TITLE: PANEL DISCUSSIONS FOR THE PHILIPPINE TOURISM DIVE DIALOGUE WITH WELCOME DINNER AND DIVE FAMILIARIZATION TRIP

Host Agency: Department of Tourism – Office of the Undersecretary for Tourism Regulations, Coordination, and Resource Generation (OUSEC TRCRG)

Date: September 13 - 17, 2023

Location: Cebu City and Mactan Cebu

PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism will be hosting series of Panel Discussions for the first Philippine Tourism Dive Dialogue, which aims to engage the relevant partners in the dive industry to discuss current issues and concerns of the industry, including sustainability efforts, safety and standards for scuba diving, marine conservation and protection,

market attractiveness, investment opportunities, and promotions. Invited speakers, panelists, and moderators will be provided with economy roundtrip airline tickets. During the event, the DOT-TRCRG will be hosting a welcome dinner and briefing of invited facilitator, moderators, speakers, panelists, DOT Regional Directors, Technical Working Group, and other government officials and VIPs on September 13, 2023. The Office will host a Dive Familiarization Trip for the invited panelists, speakers, and other members of the Technical Working Group in Mactan, Cebu on September 15-17, 2023 for dive product assessment and promotions.

The components of the project are as follows:

Welcome Dinner and Briefing of Participants (September 13)

Hosting of roundtrip domestic economy airline tickets for the Moderators, Speakers, and Panelists

Hosting of Dive Familiarization Trip in Mactan, Cebu (September 15-17)

The DOT-TRCRG, then, requires the services of a tour operator or travel company to provide the services required under Item No. IV of this Terms of Reference - Scope of Work for efficient implementation of this dive dialogue.

MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

Must be a PHILGEPS REGISTERED

Must be a DOT Accredited Establishment located within Cebu Province

Must be willing to provide services on a send bill arrangement

Must submit cost proposal in Philippines Peso inclusive of 12% VAT and all other applicable taxes and charges

Must comply with the detail services specified in Item IV of the TOR

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Mayor's / Business Permit

2. PHILGEPs Registration Number or Certificate of Platinum Membership

3. Latest Income Tax Return

4. DOT Accreditation Certificate

5. Omnibus Sworn Statement

SCOPE OF WORK / DELIVERABLES

VENUE FOR THE WELCOME DINNER

The venue must have the following specifications and be inclusive of:

Number of Attendees: Minimum guaranteed of 60 pax, maximum of 80

Banquet roundtable setup for the participants and buffet tables

Venue must be appropriate for formal functions

Standby waiters must be presentable

Buffet set-up for 60 persons with one-round of drinks

Food and beverage requirement:

Inclusive of free-flowing coffee, tea, and water

Buffet dinner

Soup

Mixed Vegetables / Vegetable Dish

Beef and chicken or fish

Dessert

Rice and pasta

No pork

Sound system with microphone

General lighting for the duration of the venue rental

Registration should be near the entrance of the function venue.

Water dispenser

Payment must be based on actual utilization

Wi-Fi or Internet Access

Schedule:

September 13, 2023 I 6:00 p.m. to 10:00 p.m.

AIRLINE TICKETS

Provision of roundtrip economy class domestic airline ticket for moderators, speakers, and panelists from Manila or any destination in the Philippines to Cebu for the Philippine Tourism Dive Dialogue. The following are the requirements for economy class airline tickets:

Luggage Allowance: Each passenger will have a 20 kg check in Baggage per flight/way

Only utilized flights must be charged to the DOT in the final billing

Must include terminal fees and travel insurance of the passenger

No. of Passengers: 15 persons

The supplier must present the available flight options which will not exceed the prescribed budget.

DIVE FAMILIARIZATION TOUR

Date: September 15 - 17, 2023

Location: Mactan, Cebu

Diving itinerary must include a maximum of Three (3) boat dives with services of dive master, dive guides in Mactan, Cebu (e.g., Olango, Nalusuan, Talima, Hilutungan)

Diving with air/nitrox tanks, dive equipment rental (e.g., air tanks, BCDs, booties, weights, fins, masks, regulators, and wetsuits), boat rental, services of dive guides, and all applicable environmental and sanctuary/marine park fees
No. of persons: 20 persons

Meals and Drinks: Provide full-board meals of the participants - September 15 (dinner only), September 16 & 17 (breakfast, lunch, and dinner). Provide snacks with flowing-coffee, tea, and drinking water during boat dives

Accommodation at a DOT/PCSSD accredited property located within Mactan, Cebu: 2-nights room accommodation – 10 rooms for single occupancy, and 5 for twin sharing, minimum of 3-star dive resort. The resort or hotel must offer scuba diving services, and located within Mactan, Cebu.

Must include all necessary transfers from Mactan airport/Cebu Resort to the identified resort in Mactan, Cebu and vice-versa

Availability of First Aid Kits

Unutilized rooms and dives, if any, must not be charged to the DOT and excluded from the final billing

BUDGET

The total working budget is Nine Hundred Ninety-Five Thousand Pesos (PhP995,000.00), inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bid 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.

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:

Address of the Bidder/Company:

Title of the Project:

RFQ No. 2023-08-570

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

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 nplucman@tourism.gov.ph on or before 04 September 2023 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 31/08/2023

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