



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10143690  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Tour Operator for the Conduct of Manila Hop-On Hop-Off for DOT Employees in Celebration of Tourism Week Week

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-09-0612	<b>Status</b>	Active
<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>	Transportation and Communications Services	<b>Date Published</b>	19/09/2023
<b>Approved Budget for the Contract:</b>	PHP 760,750.00	<b>Last Updated / Time</b>	19/09/2023 00:00 AM
<b>Delivery Period:</b>	6 Day/s	<b>Closing Date / Time</b>	22/09/2023 10:00 AM
<b>Client Agency:</b>			
<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		

**Description**

TECHNICAL SPECIFICATIONS

I. PROJECT/ACTIVITY: PROCUREMENT OF TOUR OPERATOR FOR THE CONDUCT OF MANILA HOP-ON HOP-OFF FOR DOT EMPLOYEES IN CELEBRATION OF TOURISM WEEK

II. MINIMUM REQUIREMENTS

- Must be accredited with PhiligEPS;
- Must be accredited and on-boarded partner tour operator for the Philippine Hop-On Hop-Off (HOHO) Program.
- Must provide one (1) HOHO Day pass per employee.
- Must be amenable with the changes in the number of participants, buses, batches and schedule; and
- Must be willing to provide services on send-bill arrangement.

III. DELIVERABLES

A. Bus:

- Capacity of at least Twenty-Five (25) employees per bus for the total of 425 employees
- With PA System, Monitor w/ USB port, and Microphone
- Fully air-conditioned, with professional, experienced, well-trained and courteous drivers in company uniform covered with insurance
- Provision of food for the drivers, permits and other pertinent documents including fees, as may be necessary

**B. Itinerary: (routes may vary)**

- Pick-Up and Drop-Off point at DOT Makati Office
- Luneta
- Malacanang
- Binondo Food Crawl
- National Museum
- Intramuros

**C. Other Inclusions:**

- Assistance from a DOT Accredited Tour Guides per bus
- Free entrance fees for all destinations

**IV. SCHEDULE W/ BREAKDOWN OF DELIVERABLES**

Batch Schedule Date Number of Buses Maximum No. of Pass per Batch

Batch 1 September 26 3 Buses 75 pax

Batch 2 October 3 3 Buses 75 pax

Batch 3 October 4 3 Buses 75 pax

Batch 4 October 10 3 Buses 75 pax

Batch 5 October 11 3 Buses 75 pax

Batch 6 October 12 2 Buses 50 pax

Total 17 Buses 425 pax

Note: Breakdown may vary depending on the actual number of participants.

**V. TERMS OF PAYMENT**

- Government Procedure / Send-Bill Arrangement.
  - Payment shall be based on the actual number of employees / passes availed.
  - Statement of Account (SOA) or Sales Invoice (S.I.) shall be delivered upon completion of the last batch.
- and
- Payment shall be made not later than thirty (30) days upon receipt of SOA/SI.

**VI. APPROVED BUDGET FOR THE CONTRACT**

Seven Hundred Sixty Thousand Seven Hundred Fifty Pesos (PhP760,750.00) including applicable taxes, breakdown as follows:

P1,790.00 x 425 passes = P760,750.00

**VII. CONTACT PERSON:**

ZENNINA RECHILLE C. PARINAS / JOHN PHIRE P. VILLAMIN  
DOT – Human Resource Division  
Tel No. (02) 8459-5200 loc. 408

Approved by:

ATTY. JOVENCIO M. ZARAGOZA  
Director, Administrative Service

**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** 18/09/2023

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