



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10160567
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Tour Operator for the Support to Operations project (Site Inspection in SOCCSKSARGEN)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-09-624	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
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	23/09/2023
Approved Budget for the Contract:	PHP 97,600.00	Last Updated / Time	23/09/2023 00:00 AM
Delivery Period:		Closing Date / Time	26/09/2023 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

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
 PROJECT TITLE : Support to Operations project (Site Inspection in SOCCSKSARGEN)
 INCLUSIVE DATES : October 02 – 05, 2023

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the ASEAN markets, and to further develop the familiarization trips, the Philippine Department of Tourism (PDOT) pursues a Site Inspection in SOCCSKSARGEN on October 02 to 05, 2023, composed of two (2) OPMD-MDD representatives.

Hence, the Department is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services in connection with the said inspection.

II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled DOT domestic and ASEAN tour groups within the last 4 years and DOT Trade invitational from

- overseas within the last 5 years;
- C. Ground arrangement (inclusive of roundtrip domestic airline tickets, single-occupancy accommodation, tourist transport services with social distancing considerations, full board meals, and tour packages with activities, toll and entrance fees);
- D. Provision of a tour coordinator to assist guests throughout the travel period;
- E. Must allow flexible rebooking dates for flights and accommodation with minimal fees, if applicable;
- F. Provision of airport representative to assist guests upon arrival and departure in airport;
- G. Provision of hygiene kits for all participants;
- H. Must be willing to provide services on send-bill arrangement;

III. SCOPE OF WORK DELIVERABLES

- Ground arrangement for tour package, roundtrip domestic air tickets, environmental fees, portorage fees, roundtrip airport to seaport transfers, equipment/gear/boat rental as needed, service of DOT-accredited tour guides, single-occupancy accommodation inclusive of daily breakfast, full board meals (breakfast, lunch, and dinner);
- Provision of hygiene kits for all participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

COMPONENTS:

A. Domestic Air Tickets

*Provision of roundtrip domestic air tickets with check-in baggage for all participants

*Must be rebookable/refundable with minimal fees, if applicable

Number of pax Travel Dates Route Class Baggage Allowance

2 October 02, 2023 Manila to General Santos (0650H departure) Economy Class 20kgs

October 05, 2023 General Santos to Manila (1610H departure)

B. Accommodation

*Provision of hotel accommodation with daily breakfast for all participants

Check-in Dates Location Hotel Number of Rooms Room Type

October 02 to 05, 2023 (4D/3N) General Santos City DOT-accredited accommodation based on EO 77 1 Room Twin-Sharing

C. Full Board Meals

Date Type Number of Pax Remarks

October 02, 2023

(Day 1) Lunch 2 pax Lunch at a local restaurant with one round of drink based on EO 77

Dinner Dinner at a local restaurant with one round of drink based on EO 77

October 03, 2023

(Day 2) Dinner 5 pax Dinner at a local restaurant with one round of drink based on EO 77

October 04, 2023

(Day 3) Lunch 2 pax Lunch at a local restaurant with one round of drink based on EO 77

Dinner Dinner at a local restaurant with one round of drink based on EO 77

October 05, 2023

(Day 4) Lunch Lunch at a local restaurant with one round of drink based on EO 77

Dinner Dinner at a local restaurant with one round of drink based on EO 77

D. Tours

*Must include entrance and activity fees, transportation, toll and gas fees if applicable

DAY ACTIVITY

October 02, 2023

(Day 1) Asik-Asik Falls, Grand Mosque, White Mosque, Pink Mosque, Sultan Kudarat Provincial Capitol, Cotabato City Hall, Dinner at Tiongson Arcade GenSan

October 03, 2023

(Day 2) Welcome Lake Sebu Arch, Punta Isla Lake Resort (with Lotus Boating, T'Boli Attire), SOX Paragliding Adventure Activity, Hikong Alu, Hikong Bente, 7 Falls Zipline and T'Boli Attire Photo Op Activity, Lang Dulay Weaving Center, Divine Mercy Shrine, Lake Sebu, SG Farm, Tupi Kablon Fruit Stand, with lunch around the area

October 04, 2023

(Day 3) La Palmera Mountain Ridge, Pangandilan Falls (Rock Formation), Fetam Klego Underground River

October 05, 2023

(Day 4) Tuna Fishport, Beach in Glan Sarangani Province, Sarangani Capitol

*Provision of tour coordinator/guide/s in every tour/activity, refreshments inside the vehicle during the tours And transfers to/from the airport/hotel

E. Hygiene Kit

*Provision of two (2) hygiene kits for all participants containing hygiene kit (pouch with 50ml alcohol spray bottle, handy pack tissue, biodegradable wipes, 10 pcs face masks); all items placed inside 1 eco-bag

Other Information

Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGeps Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

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. 2023-09-624

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 26 September 2023 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 22/09/2023

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