



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10176652
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services for Ground Handling for the Support to Operations Project (Site Inspection in Siargao) on Oct 06-09, 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-09-640	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 - General Support Services	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	29/09/2023
Approved Budget for the Contract:	PHP 94,600.00	Last Updated / Time	29/09/2023 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	02/10/2023 10:00 AM
Client Agency:			
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		

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
 PROJECT TITLE : Support to Operations project (Site Inspection in Siargao)
 INCLUSIVE DATES : October 06 – 09, 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 Siargao on October 06 to 09, 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 invitation from overseas within the last 5 years;
- C. Ground arrangement (inclusive of roundtrip domestic airline tickets, single-occupancy accommodation, tourist

transport services with social financing 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, portage 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 06, 2023 Manila to Siargao (1120H departure) Economy Class 20kgs

October 09, 2023 Siargao to Manila (1615H departure)

B. Accommodation

*Provision of hotel accommodation with daily breakfast for all participants

Check-in Dates Location Hotel Number of Rooms Room Type

October 06 to 09, 2023 (4D/3N) General Luna, Siargao DOT-accredited accommodation based on EO 77 1 Room Twin-Sharing

C. Full Board Meals

*Food and dietary restrictions of the participants to follow, if any

Date Type Number of Pax Remarks

October 06, 2023

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

Dinner 5 pax Dinner at a local restaurant/resort in Siargao with one round of drink based on EO 77

October 07, 2023

(Day 2) Dinner 2 pax Dinner at a local restaurant/resort in Siargao with one round of drink based on EO 77

October 08, 2023

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

Dinner Dinner at a local restaurant/resort in Siargao with one round of drink based on EO 77

October 09, 2023

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

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

D. Tourist Transport Services:

*Includes toll drivers' fee, meals, parking and entrance fees and boat rides (if any) and bottled water onboard

DAY TYPE QUANTITY ROUTE/REMARKS

October 06, 2023 Van 1 Private Airport Transfer (Siargao Airport to General Luna property)

October 09, 2023 Private Airport Transfer (General Luna property to Siargao Airport)

E. Tours

DAY ACTIVITY

October 07, 2023 Private Tri-Island Tour for all participants (includes boat, local guide, lunch, drinks, cottage, entrance fees)

October 08, 2023 Siargao Land Tour for all participants (includes van transport service going to port of Del Carmen, boat rental, tour assistant, pick-up from any point in General Luna)

*Provision of tour coordinator/guide/s in every tour/activity

*Provision of refreshments inside the vehicle during the tours

F. 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

IV. BUDGET

TOTAL BUDGET: PHP 94,600.00

Cost proposal must be submitted with an itemized breakdown.

The winning bidder shall be determined based on the proposal, provided that the amount of bid does not exceed the above total budget.

Project expenses to be charged to the 2023 Approved RWFP of the OPMD-MDD ASEAN.

V. CONTACT PERSON

Contact Person : JUSTINNE AUBREY P. GUCE

Address : Office of Product and Market Development

Market Development Division

5F The New DOT Building

351 Sen Gil Puyat Avenue
Brgy. Bel Air, 1200 Makati City
Email Address : jcprovido@tourism.gov.ph

Noted by:

RAYMUND GLEN A. AGUSTIN
Chief Tourism Operations Officer
Market Development Division

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 28/09/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.