



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10309022
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Travel and Tour Operator for the Convening of the Philippine-Mexico Joint Working roup (JWG) Meeting

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-11-716	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	12/11/2023
Approved Budget for the Contract:	PHP 779,724.75	Last Updated / Time	12/11/2023 00:00 AM
Delivery Period:		Closing Date / Time	15/11/2023 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

I. SCOPE AND SERVICES

Requirements:

- Ground handler or travel and tour operator must be based within Metro Manila;
- Ground handler or travel and tour operator must be DOT-accredite;
- shall provide the following:

A. Accommodation inclusive of breakfast

- Location: Preferably Pasay, Manila or Makati
- Check-in: 26 November 2032 (option to include early checkin);
- Check-out: 09 November 2023 (option for late checkout)
- Number of rooms: 15 single rooms or 7 or 8 twin-sharing rooms, whatever is available (upon the approval of the Project Officer)

B. Meeting venue with meals

- preferably located within the hotel accommodation;
- date of meeting: 27 Meeting 2023
- capacity of the meeting room: 40 pax with provision of AM and PM snacks and buffet lunch
- free flowing coffee and tea

C. Meals

- provision of lunch on 26 Nov. 2023 for 15 pax (Mexican representatives)

- provision of dinner on 26 to 27 November 2023 for 15 pax (Mexican representatives)
- lunch and dinner can be outside or within the hotel accommodation

D. Transportation Services

- provision of 1 coaster inclusive of all charges
- transportation service within Metro Manila only
- inclusive dates 26-29 November 2023 (maximum of 10 hours a day)

E. Technical Tour

- provision of technical tour for 15 pax on 28 November 2023 in Metro Manila
- inclusive of tour kit such as wet wipes, alcohol, candies and chips and water
- inclusive of am and pm snacks and lunch

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. 2023-11-716

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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 15 November at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 11/11/2023

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