



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10323038
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title GROUND HANDLING AND TRANSPORT SERVICES FOR NORTH LUZON TRAVEL EXPO 2024
Area of Delivery Metro Manila

Solicitation Number:	NCR-2023-11-070	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	16/11/2023
Approved Budget for the Contract:	PHP 229,686.00	Last Updated / Time	15/11/2023 14:14 PM
Delivery Period:	5 Day/s	Closing Date / Time	20/11/2023 08:00 AM
Client Agency:			
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

Description

I. BRIEF BACKGROUND:

The Department of Tourism-National Capital Region has been invited to participate in the 2nd North Luzon Travel Expo slated on November 25-27, 2023 at the CAP Convention Center, Camp John Hay, Baguio City. The three-day event is a tourist expo designed to bring together national tourism players, with an emphasis on exhibiting North Luzon's tourism offerings. It will act as a venue for opportunities, exhibiting the newest products and developments in travel, and encouraging cooperation between tourism stakeholders.

II. OBJECTIVES:

The activity is seen to achieve the following objectives:

- To support domestic tourism restart by participating in the travel fair;
- To promote Metro Manila and establish new business networks;
- To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital;
- To familiarize the region's tourism stakeholders with other regional attractions and tour offerings.

III. SCOPE OF WORK / DELIVERABLES

Date of Engagement:
 Implementation Date : November 24 – 28, 2023
 Area : Baguio City

A. TRANSPORTATION

- Use of 2 (two) Vans for DOT Regional Staff and invited Metro Manila Stakeholders for the following dates, details, and itinerary:
- 2 Van Hire in Manila - DOT Office to Baguio City and Vice versa
- November 24, 2023 – DOT Office to Baguio City + Baguio City Transfers
- November 25-27, 2023 – Baguio City Transfers (10 hours use per day)
- November 28, 2023 – Baguio City Transfers + Baguio City to DOT Office
- 2 units of air-conditioned van
- Inclusive of: Driver, Driver's Meals and Accommodation, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated

66,816.00/van x 2 vans = 133,632.00
 - Tolls (NLEX, SCTEX, TPLEX) = 3,294.00
B. Accommodation
 - Standard Hotel/Mabuhay Accommodation
 - Air conditioned
 - Breakfast must be included
 - With internet connection
 - Accommodation must be 2 - 4km from the exhibition venue
 - Accommodation must be DOT Accredited
 For DOT-NCR Staff 6 DOT-NCR Staff Php 1,800.00/night X 4 nights X 3 rooms
 2 DOT-NCR Staff Php 1,800/night X 1 night X 1 room 21,600.00
 1,800.00 For invited Tour Operators Php 3,000.00/night X 4 nights X 3 rooms 36,000.00

C. MEALS**STAFF MEALS**

Meal - Php 540 x 5 days x 6 pax

Php 520 x 2 days x 2 pax

Total: 18,360.00

STAKEHOLDER MEALS

Meal - Php 500 x 5 days x 3 pax x 2 meals

Total: Php 15,000.00

Approved Budget for the Contract (ABC) Breakdown

Transportation 136,926.00

Accommodation 59,400.00

Meals 33,360.00

Total 229,686.00

Minimum requirements of Tour Operator:

- A. Must be accredited by the DOT 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 allow flexible rebooking dates for accommodation with minimal fees, if applicable;
 C. Provision of first aid medical kit for the group;
 D. Willing to provide services on send-bill arrangement.

Documentary Requirements to be Submitted:

- Valid Mayor's Business Permit
 PHILGEPS Membership
 DOT Accreditation Certificate
 Duly Notarized Omnibus Sworn Statement
 Annual Business/Income Tax Return

Approved Budget for the Contract (ABC):

Php 229,686.00

Pesos : Two Hundred Twenty-Nine Thousand Six Hundred Eighty-Six Only

* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.

Government procedure and subject to appropriate government taxes

Contact Persons:

MS MAY M. RAMOS - mmramos@tourism.gov.ph

MS. JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gov.ph

Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara - Head, NCR BAC Secretariat

2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on November 20, 2023 at 8:00am

Created by Lawrence Jacosalem Alcantara**Date Created** 15/11/2023

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