



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10360558
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Tourist Rest Area (TRA) Inauguration Activity and LGU Orientation in Bohol from 30 November to 04 December 2023

Area of Delivery

Solicitation Number: RFQ NP-SVP2023-11-058	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification: Goods - General Support Services	Bid Supplements	0
Category: Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract: PHP 795,074.00	Document Request List	0
Delivery Period: 4 Day/s		
Client Agency:	Date Published	25/11/2023
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	Last Updated / Time	24/11/2023 10:52 AM
	Closing Date / Time	28/11/2023 11:00 AM

Description

TECHNICAL SPECIFICATIONS

Procurement of Services of a Tour Operator for the Inauguration Activity and LGU Orientation for Tourist Rest Area in Dausi, Bohol on November 30, 2023 to December 4, 2023

I. TITLE: Procurement of Tour Operator Services

II. DATE: 30 November, 2023 to 3 December 2023

III. LOCATION: Dausi, Bohol

IV. OBJECTIVES

To attend and facilitate during the conduct of Tourist Rest Area (TRA) inauguration activity, MOA Signing and TRA Orientation for LGU in Dausi, Bohol.

V. Minimum Requirements

1. DOT-accredited service provider.
2. Must be based in Bohol or Cebu.
3. Willing to provide services on a send bill arrangement.

VI. Scope of Deliverables

A. Domestic Air Tickets

Roundtrip Ticket for three (3) pax:
(MNL-TAG-MNL) Ms. Toni Marcel S. Rimando
Ms. Elaine S. Villanueva
Ms. Roanne Mae L. Ecle

NO. OF PAX ROUTE DATE ESTIMATED TIME REMARKS

3 pax MNL - TAG 1 December 2023 8:00am onwards 20 kilos baggage allowance per person per flight
3 pax TAG - MNL 3 December 2023 5:00pm onwards

One Way Ticket for one (1) pax:

(CEB-MNL) Atty. Annvie E. Bacomo-Lapitan

NO. OF PAX ROUTE DATE ESTIMATED TIME REMARKS

1 pax CEB - MNL 4 December 2023 6:00am onwards 20 kilos baggage allowance per person per flight

B. Transportation rental of ten (10) air-conditioned van inclusive of:

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s.
2. One (1) van must have captain seat for the Secretary
3. Driver and coordinator's fees, meals, accommodation.
4. Fuel expenses, toll fees, parking fees.
5. Ten (10) Hours of use per day
6. Open to reduction of number of units in case the target number of 10 was not met

Date Particulars / Route Summary

30 November 2023 Thursday – Tagbilaran Port – Dauis, Bohol

1 December 2023 Friday – Panglao International Airport – Dauis, Bohol

2 December 2023 Saturday- Hotel – Dauis Tourist Rest Area

3 December 2023 Sunday – Hotel – Panglao International Airport ; Hotel to Tagbilaran Port

C. Accommodation for 4 days and 3 nights for forty-eight (48) persons

Check-in 30 November 2023 Thursday

Check-out 3 December 2023 Sunday

1. Twin-sharing rooms for forty-eight (48) DOT Officials, Attendees from Central and Regional Office, and Media
2. Preferably with strong WiFi access
3. Open to reduction of number of rooms in case the target number of forty-eight (48) pax was not met

D. Meal requirements for forty-eight (48) persons consisting of DOT Officials, DOT Central Office attendees, DOT Regional Office – VII, LGU Dauis, Bohol, and Media

30 November 2023 - 3 December 2023 23 Thursday-Sunday

Breakfast for forty-eight (48) persons for four (4) days

Lunch Meals for forty-eight (48) persons four (4) days

Dinner for forty-eight (48) persons four (4) days

AM Snacks for forty-eight (48) persons four (4) days

PM Snacks for forty-eight (48) persons four (4) days

* Open to reduction of number in case the target number of forty-eight (48) pax was not met.

E. Function Room / Venue and Equipment Rental

Venue and Equipment Rental for eight (8) hours

F. Water Transportation

CEB – TAG - CEB

Roundtrip Boat Tickets including Terminal Fees for eleven (11) pax

-November 30, 2023 - for eleven (11) pax

-December 3, 2023 - for eleven (11) pax

• Open to reduction of number in case the target number of pax was not met.

G. Event Materials / Supplies

Consists of Bond Papers, Inks, Acrylic Standees, Tissue Papers, Alcohol, Folders, Ball pens, Scissors, Sintra Board, Plants

AMOUNT

The total amount allocated for the domestic air ticket PhP 795, 074.00 covering all activity-related expenses including taxes and fees.

A. CONTACT DETAILS

Contact Person: Elaine S. Villanueva

Office: Office of Special Concerns

Email: esvillanueva@tourism.gov.ph

PREPARED BY:

TONI MARCELS. RIMANDO
Chief, OSC – PMCD

APPROVED BY:

ATTY. ANNAVIE E. BACOMO-LAPITAN
Director, Office of Special Concerns

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 24/11/2023

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