



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10365005
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Tour Operator for Capability Training for Mt. Pulag Eco-Tour Guides and Porters Association under the Katutubo-KAPWA Project

Area of Delivery

Solicitation Number: RFQ NP-SVP No. 2023-11-739	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
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	27/11/2023
Approved Budget for the Contract: PHP 722,000.00	Last Updated / Time	27/11/2023 00:00 AM
Delivery Period:	Closing Date / Time	30/11/2023 10:00 AM
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

MINIMUM REQUIREMENTS

1. DOT-accredited service provider, preferably located/operating in CAR
2. Willing to provide services on a send-bill arrangement.

SCOPE OF DELIVERABLES

- A. Accommodation (Brgy Bashoy, Municipality of Kabayan, Province of Benguet) for DOT or National Commission on Indigenous Peoples (NCIP) personnel:
* 16 days/ 15 nights' accommodation for 5 pax
- double sharing room for 2 pax

- triple sharing room for 3 pax
Community Guide and basic Life Support Training
Check in: 03 December 2023;
Check out: 14 December 2023
Cultural Tour Script Development Training
Check in: 17 December 2023
Check out: 20 December 2023

for Resource Persons (RPs)

1. Community Guide Training

- * 9 days/ 8 night's accommodation for 2 pax
- single rooms for 2 pax
- * Check in: 03 December 2023
- * Check out: 11 December 2023
- * Open to reduction of number of rooms in case the target number of RPs are not met

2. Training on Basi Life Support

- * 5 days/ 4 nights' accommodation for 2 pax
- single rooms for 2 pax
- * Check in: 10 December 2023
- * Check out: 14 December 2023
- * Open to reduction of number of rooms in case the target number of RPs are not met

3. Cultureal Tour Sceipt Development

- * 4 days/ 3 nights' accommodation for 1 pax
- single rooms for 1 pax
- * Check in: 17 December 2023
- * Check out: 20 December 2023
- * Open to reduction of number of rooms in case the target number of RPs are not met

B. Land Transportation (air-conditioned van)

1. For DOT or NCIP Personnel, inclusive of:

- * well-groomed and Covid-19 fully vaccinated (with boosters) driver/s and coordinators
- * driver and coordinator's fees, meals, accommodation
- * fuel expenses, toll fees, parking fees, environmental fees

Date Particulars:

03 December 2023 - Makati City (DOT Makati) to Kabayan, Benguet
for 5 persons with luggage/ bags and training supplies
14 December 2023 - Kabayan, Benguet to DOT Makati
for 5 persons with luggages/bags
17 December 2023 - Makati City (DOT Makati) to Kabayan, Benguet
for 5 persons with luggage/ bags and training supplies
20 December 223 - Kabayan, Benguet to DOT Makati
for 5 persons with luggages/bags

2. For Resource Persons, inclusive of:

- * well-groomed and Covid-19 fully vaccinated (with boosters) driver/s and coordinators
- * driver and coordinator's fees, meals, accommodation
- * fuel expenses, toll fees, parking fees, environmental fees

Date Particulars:

03 December 2023 - Baguio City to Kabayan, Benguet
for 2 persons with luggage/ bags and training supplies
11 December 2023 - Kabayan, Benguet to Baguio City
for 2 persons with luggages/bags
10 December 2023 - Baguio City to Kabayan, Benguet
for 2 persons with luggage/ bags and training supplies
14 December 223 - Kabayan, Benguet to Baguio City
for 2 persons with luggages/bags
17 December 2023 - Baguio City to Kabayan, Benguet
for 1 person with luggage/ bags and training supplies
20 December 223 - Kabayan, Benguet to Baguio City
for 1 persons with luggages/bags

C. Meal Requirements

- * Meals for 47 pax (training proper)
 - Breakfast: 4-13 and 18-19 December 2023
 - AM Snacks: 4-13 and 18-19 December 2023
 - Lunch: 4-13 and 18-19 December 2023
 - PM Snacks: 4-13 and 18-19 December 2023
 - Dinner: 4-13 and 18-19 December 2023
- * Free flowing coffee and tea
- * bottled water per person per meal

Note: 40 participants; 5 DOT/NCIP personnel and 2 RPs

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. 2023-11-739

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 30 November 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 26/11/2023

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