



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10431554
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Travel or Tour Operator or Ground Handler for the Development of Capability Building Modules for Wellness Tourism Stakeholders (pilot testing)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-12-787	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	16/12/2023
Approved Budget for the Contract:	PHP 985,000.00	Last Updated / Time	16/12/2023 00:00 AM
Delivery Period:		Closing Date / Time	19/12/2023 15:00 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

Inclusive Dates:
January 7-13, 2024

MINIMUM REQUIREMENTS:
- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement

SCOPE AND WORK DELIVERABLES

- Provide ground arrangement with provisions for single and twin accommodation, full board meals, function rooms, roundtrip domestic air tickets and land transportation;

A. ACCOMMODATION REQUIREMENTS

Must be DOT Accredited with Certificate to Operate - cover all accommodations on twin occupancy basis (with complimentary breakfast), preferably 2-3 properties in Iloilo on the following dates:

- invited WTAP/ Wellness Industry Stakeholders - 2 single rooms
check-in: 07 January 2024
check-out: 13 January 2023

- resource speaker - 4 single rooms
 check-in: 07 January 2024
 check-out: 13 January 2023

- OPMD/OIMD Facilitator - 4 twin rooms
 check-in: 07 January 2024
 check-out: 13 January 2023

B. TRANSPORTATION SERVICE REQUIREMENTS

Must be DOT accredited

- inclusive of professional driver fees, driver' accommodation, if necessary, meals, expressway toll fees, and applicable environmental fees
 -unutilized vehicles, if any, must not be charged to DOT and be excluded from the final billing

date: January 7, 8, 10, 12 and 13, 2024
 no. of units: 2 units of van
 capacity: 4-8 seats/ 10-12 hours

C. VENUE/ FUCNTION/CONFERENCE ROOMS:

- January 8-13, 2023: 9am - 4pm, with classroom or cluster table setup and audio visual/technical requirements

* microphones and/or lapel microphones (4 pieces)

* 2 LCD projectors and 2 screens

* laptop

* sound system

* extension cords

* audio jacks

* wi-fi

* registration table (outside)

- Meal requirements

*free flowing coffe/tea, light AM Snacks. services buffet lunch and light PM snack for 33 pax

D. MEAL REQUIREMENTS: Complimentary breakfast at hotel/resort

*January 7: dinner for 13 pax

*January 8: dinner for 13 pax

*January 9: dinner for 13 pax

*January 10: dinner for 13 pax

*January 11: dinner for 13 pax

*January 12: dinner for 13 pax

E. Roundtrip domestic air ticket requirement

- 7kg hand carry and 20kg allowance for 21 pax

*Group 1:

January 7 - Manila or another region to Iloilo - afternoon flight

January 13 - Iloilo to another destination - afternoon flight

9 pax

*Group 2:

January 8 - Manila or another region to Iloilo - earliest morning flight

January 10 - Iloilo to another destination - evening flight

4 pax

*Group 3:

January 10 - Manila or another region to Iloilo - earliest morning flight

January 12 - Iloilo to another destination - evening flight

4 pax

*Group 4:

January 12 - Manila or another region to Iloilo - earliest light

January 13 - Iloilo to another destination - afternoon flight

4 pax

BUDGET

The total budget for the project is Nine Hundred Eighty-Five Thousand Pesos (PhP985,000.00) inclusive of all applicable taxes, service fees, and other fees that may be incurred in the process

PAYMENT REQUIREMENTS

-submission of the following documents upon completion of the project for facilitation of payment:

a. original hotel/resort manifest

b. original trip tickets of land transfers (van)

- c. boarding passes for the roundtrip domestic air tickets and copy of the e-ticket
- d. DOT certification for transportation companies and htoel/ resort properties as proof of the DOT accreditation

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. 2023-12-787

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 19 December 2023 at 3 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 15/12/2023

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