



## INVITATION TO BID FOR PROCUREMENT OF GROUND HANDLING/TOUR OPERATOR FOR THE PHILIPPINES HOP-ON HOP-OFF(HOHO) LAYOVER TOUR BENCHMARKING ACTIVITY

1. The *Department of Tourism – National Capital Region (DOT-NCR)*, through the General Appropriation Act 2024 intends to apply the sum of *Two Million Forty-Five Thousand Seven Hundred Eighty (Php 2,045,780.00)* being the total ABC to payments under the contract for *Procurement of Ground Handling/Tour Operator for the Philippines Hop-On Hop-Off (HOHO) Layover Tour Benchmarking DOT-NCR –IB-2024-05-001*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DOT-NCR now invites bids for the above *Procurement Project*. Delivery of the Goods is required within the dates provided in the Schedule of Requirements and Technical Specifications. Bidders should have completed, within 5 days from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *DOT-NCR BAC Secretariat* through the contact details given below during *8:00 am to 3:00 pm Monday to Friday Excluding holidays* and inspect the Bidding Documents as posted on the website of the *DOT* and at the *Philippine Government Electronic Procurement System (PhilGEPS)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *May 02, 2024 to May 21, 2024 (8:00 am to 3:00 pm)* and *May 22, 2024 (until 9:00 am)* from the given address and website(s) below: *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Philippine Peso ( PhP 5, 000.00)* OR deposited to:





Account Name	Department of Tourism- NCR MDS Trust Receipt Account
Account Number	0020005-9028-54
Beneficiary's Bank	Land Bank of the Philippines (LBP)
Bank Branch	Buendia Branch
Address	Ground floor, NAPOLCOM-NCR Bldg., 371 Sen. Gil Puyat Ave., Makati City

( Note: Please send copy of the Transaction report or any proof of payment at the email address [dotncr.bac@tourism.gov.ph](mailto:dotncr.bac@tourism.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids

6. The **DOT-NCR** will hold a Pre-Bid Conference<sup>1</sup> *on May 8, 2024(tentatively) at 10 am* to be held at the **3<sup>rd</sup> Floor DOT-NCR Bldg., No. 7840 Makati Avenue, Brgy. Poblacion, Makati City** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before May 22, 2024 at 9:00 am** only at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **May 22, 2024 at 10:00 am** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

***The Opening of Bids will be conducted at the 3<sup>rd</sup> Floor, DOT-NCR Bldg., No.7840 Makati Avenue, Brgy. Poblacion, Makati City on May 22' 2024 at 10 am.***

10. All documents shall be current and updated and **any missing documents in the checklist is a ground for outright rejection of the bid**. Bidder shall submit **one (1) original and five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT-NCR** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.



12. For further information, please refer to:

**Mr. LAWRENCE J. ALCANTARA**  
**Head, DOT-NCR BAC Secretariat**  
**General Services Unit**  
**Ground Floor, DOT-NCR Bldg.**  
**7840 Makati Avenue**  
**Brgy. Poblacion, Makati City**  
**Email Address: dotncr.bac@tourism.gov.ph**

13. You may visit the following websites:

For downloading of Bidding Documents: [www.tourism.gov.ph/www.philgeps.gov.ph](http://www.tourism.gov.ph/www.philgeps.gov.ph)

02 May 2024

  
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**VICTORIA MARGARITA V. PAJE**  
DOT-NCR BAC Chairperson