



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10514183

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Market Tours Development Capacity Building Program on February 13-15, 2024 in Baguio City

Area of Delivery

Solicitation Number: RFQ NP-SVP 2024-01-0018	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 871,674.48	Document Request List	0
Delivery Period: 4 Day/s		
Client Agency:	Date Published	31/01/2024
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	30/01/2024 16:25 PM
	Closing Date / Time	05/02/2024 09:00 AM

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Service Provider/Ground Handler

II. PROJECT TITLE : Market Tours Development Training/Workshops

III. PROJECT DATE : February 13-15, 2024 (Inclusive of travel - Feb 12, 2024)

IV. PROJECT VENUE : Baguio City`

V. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement
- Must have experience in handling DOT requirements

VI. SCOPE AND WORK DELIVERABLES

Provide ground arrangement with provisions for twin accommodation, full board meals, land transportation and venue for the workshop;

A. Accommodation Requirements:

- Must be DOT Accredited with Certificate to Operate.
- Cover all accommodations on twin and single occupancy basis (with complimentary breakfast), preferably 2-3 star properties in Baguio and Makati on the following dates:

Room Requirements

Check-in Check-out
17 twin rooms February 12 (Baguio) February 15 (Baguio)
12 single rooms

B. Transportation Service Requirements:

- Must be DOT Accredited.
- Air-conditioned vehicle
- Transfer in the following destinations including toll fees, driver, gasoline, meals, and accommodation.

Date Location Van Details

February 12, 2024 Manila-Baguio (2) Unit of Van: 12-15 seats

(2) Unit of Coaster: 18-20 seats

February 15, 2024 (evening) Baguio-Manila (2) Unit of Van: 12-15 seats

(2) Unit of Coaster: 18-20 seats

C. Meal Requirement:

February 13 to 15, 2024: Breakfast, am & pm snacks, Lunch & Dinner for 46 pax (Baguio City)

D. Workshop Venue:

Baguio City: February 13-15, 2023

Must be airconditioned and can accommodate 50 pax

VII. BUDGET: Total budget: Php 905,159.41

VIII. PAYMENT REQUIREMENTS:

Submission of the following documents upon completion of the project for facilitation of payment:

- Original hotel/resort manifest
- Original trip tickets of land transfers (van)
- DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation
- Billing statement

The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

IX. CONTACT PERSON

Contact Person : Cleo Faith B. De Castro

Office : Product Planning & Development Division

Contact Number : +63 84595200; local 508 / 09185912641

Email Address : cbdecastro@tourism.gov.ph

Prepared by: Approved by:

CLEO FAITH B. DE CASTRO PAULO BENITO S. TUGBANG, M.D

Project Officer Director

Product Planning & Development Division Office of Product and Market Development

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:

- Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- Latest annual Income Tax Return (for ABC's above Php500K)
- Duly notarized Omnibus Sworn Statement.
- Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 30/01/2024

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