



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10728388
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator Service for Tourism Champions Challenge (TCC) Awarding Ceremony

Area of Delivery

Solicitation Number: RFQ-NP-SVP 2024-04-101	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification: Goods	Bid Supplements	0
Category: Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract: PHP 951,240.20	Document Request List	1
Delivery Period:		
Client Agency:	Date Published	05/04/2024
Contact Person: MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph	Last Updated / Time	05/04/2024 00:00 AM
	Closing Date / Time	08/04/2024 14:00 PM

Description

TERMS OF REFERENCE

I. Title : Procurement of Tour Operator Service for Tourism Champions Challenge (TCC) Awarding Ceremony

II. Date : 14-16 April 2024

III. Location : Hotel near PICC (Manila or Makati)

V. Objectives

As part of the TCC implementation phases, the TCC Committee shall conduct the TCC Awarding Ceremony on April 15, 2024 in PICC Pasay City. The event aims to finalize the ranking of the top 15 proposals (i.e., Ranks 1 to 5 each for Luzon, Visayas, and Mindanao) and which will ultimately determine the extent of support that DOT and TIEZA will give to implement the LGU projects.

VI. Scope and Deliverables for Tour Operator

1. Hotel Accommodation (April 14-16, 2024; 3D/2N)

- Provision of 45 twin-sharing rooms
- Hotel accommodation and meeting venue must be near proximity in PICC, Pasay City.

Estimated Participants No. of Pax Room Type Check In Check Out
15 LGUs (4 reps each) 60 30 Twin-Sharing 14 April 2024 16 April 2024
9 DOT ROs (3 reps each),
2 TCC Secretariat, 1 TIEZA 30 15 Twin-Sharing 14 April 2024 16 April 2024

2. Meals (April 14-16, 2024)

- Provision of meals for maximum of 90 awardees and participants.

Date # of Pax Meals Remarks

14 April 2024
(Sunday) 90

AM Snack

Lunch

PM Snack

- Dinner -Managed buffet snack inclusive of 1 round of chilled juice or soft drinks.
- Managed buffet lunch set up inclusive of 1 round of chilled juice or soft drinks.
- Managed buffet snack inclusive of 1 round of chilled juice or soft drinks.
- Managed buffet dinner set up inclusive of 1 round of chilled juice or soft drinks.

15 April 2024
(Monday) 90

Breakfast

AM Snack

Lunch

- Managed buffet breakfast set up inclusive of 1 round of chilled juice or coffee/tea.
- Managed buffet snack inclusive of 1 round of chilled juice or soft drinks.
- Managed buffet lunch set up inclusive of 1 round of chilled juice or soft drinks.

16 April 2024
(Tuesday) 90

Breakfast

- Managed buffet breakfast set up inclusive of 1 round of chilled juice or coffee/tea.

3. Hotel Venue & Equipment Rental (April 14-15, 2024)

- One meeting room to accommodate 90 pax, where snacks, lunch, and dinner will be served;
- With high-definition LCD projector with connector and large LCD screen;
- Equipped with excellent air-conditioning;
- Standby personnel for IT-related concerns;
- Flowing coffee, tea, water station, nuts, and candies;
- Pencil and note pad;
- Provision of the following services:
 - o WiFi (strong and reliable) connection;
 - o Minimum of 4 microphones with reliable sound system;
 - o Extension wires for use of awardees and participants; and
 - o Electrical use for laptops, cellphones, and other gadgets.

Date Time Activities

14 April 2024

(Sunday) 09:00am - 09:00pm

- Arrival of guests and participants
- Orientation & briefing on TCC Awarding Ceremony

15 April 2024

(Monday)

08:00am - 08:00pm

- TIEZA's procedures and processes in implementing infrastructure projects.
- Updates on LGU's Project Proposal requirements

4. Transportation Vans during Awarding Ceremony (April 15, 2024)

- 10 transportation vans during TCC Awarding Ceremony
 - o Itinerary: Hotel - PICC - Hotel
 - o Inclusive of professional driver, driver's fee, meals, toll fees, and other fees
 - o Maximum of 12 hours use of vans (e.g., 10:00AM-10:00PM)
 - o Minimum of 10 pax per van with excellent air-conditioning
 - o Inclusive of van coordinator who will assist on vehicle arrangements of LGUs, DOT, TCC secretariat, and guests during ceremony.

5. Hop-On Hop-Off (HOHO) Bus Tour Manila

□ The country's first ever Hop-On, Hop-Off bus tour in Manila's Cultural Hub.

o Date and Time: April 16, 2024 – 07:30am – 02:30pm

o Inclusive of bus service, water, snacks, buffet lunch, and tour guides

Date / Time Itinerary Assigned Personnel

07:30 – 08:15AM

08:15 – 09:15AM

09:15 – 09:45AM

09:45 – 10:45AM

10:45 – 11:15AM

11:15 – 12:15AM

12:30 – 02:00PM

02:00 – 02:30PM HOHO Bus Tour in Manila Cultural Hub

- Hotel to Intramuros

- Intramuros Tour

- Intramuros to National Museum

- National Museum Tour

- National Museum to Binondo

- Binondo Food Crawl

- Lunch at Lucky China Town

- Binondo to Hotel HOHO Coordinator and Tour Operator

VII. Project Cost

The total allocated budget for the abovementioned services is Nine Hundred Fifty-One Thousand Two Hundred Forty Pesos and 20/100 (PhP 951,240.20) covering all products and services related expenses including taxes and fees.

VIII. Minimum Qualifications of Service Provider

1. Must be DOT-accredited Tour Operator with office/branch/handler based in proximity to the venue/location of the event to ensure mastery on local spatial conditions in Metro Manila;
2. Must have the latest PhilGEPS certification and Mayor's Permit; and
3. Must be willing to provide services on a send-bill arrangement.

IX. Contact Details:

Contact Person : Dennis A. Barrogo

Office : DOT Office of Special Concerns

Mobile : +63 917 520 4111

Email Address : pmcd@tourism.gov.ph; dabarrogo@tourism.gov.ph

Other Information

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 msdante@tourism.gov.ph on or before 08 April 2024 at 2:00PM. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 04/04/2024

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