



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10830849
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handling Services for the Dive Destination Exploration in Catanduanes
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-05-0162	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	08/05/2024
Approved Budget for the Contract:	PHP 783,437.43	Last Updated / Time	08/05/2024 00:00 AM
Delivery Period:		Closing Date / Time	13/05/2024 09:00 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

- A. Must be a tour operator/ground handler/travel agency accredited by DOT;
- B. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- C. Must submit the quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price; and
- D. Must be willing to provide services on a send bill arrangement.

VI. SCOPE OF WORK

Provide ground arrangement with provisions of roundtrip domestic air tickets, van transportation, single occupancy rooms, diving package, and full board meals.

A. Domestic Air Tickets

- Provision of roundtrip economy class domestic air tickets for the Marine Exploration Team (7 pax) and DOT Central Office Coordinators (2 pax);
- Only utilized flights must be charged to the DOT in the final billing.

Participants: Marine Exploration Team and DOT Coordinators

No. of Pax: 9

Total Baggage Allowance: 40 kg per pax per way

Flight Details:

DATE DESTINATION PREFERRED FLIGHT DETAILS

May 27, 2024 Manila to Virac ETD 0815 H | ETA 0925 H

June 04, 2024 Virac to Manila ETD 0955 H | ETA 1110 H

*Note: If above flights have been fully booked or are not available, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.

B. Transportation

- Inclusive of professional driver fees, driver's accommodation, if necessary, meals, expressway toll fees, parking fees, and applicable environmental fees.

DATE NO. OF UNITS CAPACITY AND ROUTE

May 27, 2024 2 vans Airport Transfers

Within Virac, Catanduanes

10 hrs rental

5 to 6 pax per van with sufficient space for their luggage and dive equipment (at least 2 large 30-inch luggage per person)

June 3, 2024 2 vans Presentation to LGU and Stakeholders

10 hrs rental

5 to 6 pax per van with sufficient space for their luggage and dive equipment (at least 2 large 30-inch luggage per person)

June 4, 2024 2 vans Airport Transfers

10 hrs rental

5 to 6 pax per van with sufficient space for their luggage and dive equipment (at least 2 large 30-inch luggage per

person)

C. Accommodation

- Cover all accommodations on single occupancy basis, with complimentary breakfast at a DOT-accredited property located in Brgy. Igang, Virac, Catanduanes;
 - Only utilized rooms must be charged to the DOT in the final billing.
- Participants: Marine Exploration Team (7 pax) and DOT Coordinators (4 pax)
No. of Pax: 11 pax

No. of Rooms Room Type Meals Check In Check out
11 Single Occupancy Breakfast May 27, 2024 June 4, 2024

D. Diving Package

- Diving with air / nitrox tanks, dive equipment rental (including weights), boat rental, services of dive guides/dive masters, and all applicable environmental and sanctuary/marine park fees;

Date No. of Pax Inclusions
May 28 to June 1, 2024 7 pax 2 dives per pax per day

E. Meals

- Provision of AM/PM Snacks, Lunch, and Dinner for the Marine Exploration Team (7 pax) and DOT Coordinators (4 pax)
* breakfast included in accommodation
- Participants: Marine Exploration Team and DOT Coordinators
No. of Pax: 11

Date No. of Pax Inclusions
May 27, 2024 to June 3, 2024 11 pax AM Snacks, Lunch, PM Snacks, Dinner
June 4, 2024 11 pax AM Snacks and Lunch

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. 2024-05-0162

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)
10
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 13 May 2024 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman
Date Created 07/05/2024

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