



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10843397
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of a DOT- Accredited Tour Operator for the Conduct of DOT's 1st Internal Quality Audit on 20-31 May 2024

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-05-0165	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	11/05/2024
Approved Budget for the Contract:	PHP 394,119.44	Last Updated / Time	11/05/2024 00:00 AM
Delivery Period:	13 Day/s	Closing Date / Time	14/05/2024 14:00 PM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

BIDDER Service Provider (DOT-Accredited Tour Operator)
 PROJECT TITLE DOT's 1 st Internal Quality Audit for FY 2024
 III. PROJECT DATE 20-31 May 2024
 PURPOSE/ OBJECTIVE The Department of Tourism — Planning

Service is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing accommodation, meals, and land transport service for the conduct of DOT's 1 st Internal Quality Audit for FY 2024

IV SCOPE OF WORK

a. Meals

300 Packed AM/PM snacks with bottled juice or soda
 (sandwich/burger/pasta/any heavy snack)

100 Packed lunch with 3 viands (1 vegetable, 2 of the following: pork, chicken, fish or beef), rice, dessert, and bottled juice or soda Free flowing coffee / tea and water with chips / nuts / candies

All with utensils

Ma 20, 2024

AM Snacks 50 acks

Lunch 20 acks

PM Snacks 10 acks

Ma 22, 2024

AM Snacks 10 acks
 PM Snacks 10 cks
 Ma 23, 2024
 AM Snacks 20 acks
 Ma 24, 2024
 AM Snacks 25 acks
 Lunch 30 acks
 PM Snacks 35 acks
 Ma 27, 2024
 AM Snacks 20 acks
 Lunch 20 acks
 PM Snacks 30 acks
 Ma 29, 2024
 PM Snacks 15 acks
 Ma 30, 2024
 AM Snacks 15 acks
 Lunch 10 acks
 PM Snacks 20 acks
 Ma 31, 2024
 Lunch 20 acks
 PM Snacks 40 acks

Note: Serving portions should be incorporated in the proposal, preferably with pictures. For discussion. Likewise, menu shall be subject to the approval of the end-user and schedule of delivery may be subject to change provided that the end-user must give notice.

b. Accommodation

Hotel within one (1) km radius from DOT Makati Central Office

One (1) Single room with complimentary breakfast

Check-in: 19 May 2024

Check-out: 21 May 2024

Two (2) Single room with complimentary breakfast

Check-in: 21 May 2024

Check-out: 23 May 2024

Two (2) Single room with complimentary breakfast

Check-in: 23 May 2024

Check-out: 24 May 2024

With WiFi access

- Meals Requirements

- Dinner for 1 pax on 19 to 20 May 2024

Dinner for 2 pax on 21 to 22 May 2024

- Dinner for 2 pax on 23 May 2024

- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)

c. Land Trans ort Service

Da s Travel Order Date Route/Itinerary Remarks

NCR - Makati

4 days May 19-22 May 19 - DOT Makati to (DOT Region 3) Clark, Pampanga

May 20-21 — Clark, Pampanga

May 22 - DOT Region 3, Clark,

Pam an a to DOT Makati 1 car

4 days May 20-23 May 20 - DOT Makati to (DOT

Region 1) San Fernando, La

Union

May 21-22 — San Fernando, La

Union

May 23 — DOT Region 1, San

Fernando, La Union to DOT

Makati 1 car

4 days May 22-25 May 22 - DOT Makati to (DOT

CAR) Baguio City

May 23-24 - Baguio City

May 25 - DOT CAR, Baguio

Cit to DOT Makati 1 car

4 days May 26-29

Pick Up - 1300H May 26 - DOT Makati to (DOT

Region 4A) Calamba, Laguna

May 27-28 — Calamba, Laguna

May 29 - DOT 4A, Calamba,

La una to DOT Makati 1 car

Re ion 4A-Calamba, La una

2 days May 21 & 23 May 21 - DOT 4A, Calamba,

Laguna to DOT Makati

May 23 — Calamba, Laguna

(DOT Region 4A) Calamba,

La una 1 car

Re ion 1 — La Union

2 days May 23-24

Pick up- 1300H May 23 - DOT Region 1, San Fernando, La Union to DOT

Makati

May 24 - DOT Makati to

Ba uio 1 car

Requirements:

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated
- Itinerary may be subject to change provided that the end-user must give notice.

V. BUDGET

The approved total budget is Three Hundred Ninety-Four Thousand One Hundred Nineteen and 44/100 (Php 394,119.44), inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Project cost shall be charged against the Planning Service GAA 2024, subject to existing accounting and auditing rules.

VI. PAYMENT PROCEDURES 1 TERMS OF PAYMENT

Bidders must submit their 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. Further, winning bidder must be willing to provide services on send-bill arrangement.

VII. CONTACT PERSON

Contact Person : RONELL M. ALICANTE

Office : Planning Service

Contact Number : 09176545677

Email Address : dcc@tourism.gov.ph

APPROVED BY:

ALAIN C. QUESEA

OIC-Director, Planning Service

Other Information

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 Certification/ Registration Number.

3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

4. Must be Accredited by DOT.

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before May 14, 2024 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 10/05/2024

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