



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10845528
Procuring Entity DEPARTMENT OF TOURISM
Title Services for the conduct of First Regional Directors' Meeting

Area of Delivery

Solicitation Number:	2024-05-0168	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	11/05/2024
Approved Budget for the Contract:	PHP 275,300.00	Last Updated / Time	11/05/2024 00:00 AM
Delivery Period:		Closing Date / Time	14/05/2024 11:00 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

IV. INCLUSIVE DATES : May 16 to 18, 2024

V. MINIMUM REQUIREMENTS

1. Must be accredited by the Department of Tourism;
2. Must agree to Government Procurement and Send Bill Arrangement
3. Inclusive of VAT and other government taxes
4. Unutilized particulars, if any, must not be charged to the Department

VI. SCOPE AND WORK DELIVERABLES

a. Land Transportation

- Inclusive of professional driver fees, driver's accommodation (if necessary), meals, expressway toll fees, parking fees, and applicable fees;
- All maintenance costs, gasoline, lubricant, other consumable costs and other related expenses will be covered by the tour operator.
- The vehicles should be in good running condition, clean and sanitized, with well-functioning air conditioning and spacious.
- Unutilized vehicles, if any, must not be charge to the DOT and be excluded from the final billing;
- Must be able to comfortably accommodate 10 pax in one vehicle for van and 20 pax in one coaster
- Accommodation establishment (PO / DO location) to be communicated with the winning bidder
- Provision of cold bottled drinking water and hygiene kits (must include: 1 spray bottle of 70% Solution Ethyl Alcohol (at least 50ml), handy pack tissue, and biodegradable wipes) for all participants during the product assessment date (17 May 2024);

Date No. of Units Capacity and Route

May 16, 2024 2 vans • NAIA airport going to the Department of Tourism, Makati City / Accommodation Establishment of the participants

- Department of Tourism going to the Accommodation Establishment (PM – after meeting. Approximately 5:30PM onwards)
 - Whole day rental of vehicles
- May 17, 2024 1 coaster and 1 van • From the Accommodation Establishment of the participants / DOT to the product assessment sites
- From product site assessment to meeting with stakeholders in Quezon City (to be discussed with winning bidder) and back to the hotel / DOT
 - Coaster: Vehicle for VIPs during product assessment (aprx. 20 pax)
 - Van: Whole day service of the van for product assessment (aprx 10 pax)
 - Approximately until 10PM

b. Accommodation

- Accommodation (with breakfast) at a DOT-accredited property located 5-10 mins away from the Department of Tourism
- Must be at least a DOT Accredited Three Star Hotel or have the facilities of a three-star hotel as per DOT accreditation requirement
- Provision of early check in based on the itinerary
- Unutilized rooms, if any, must not be charged to the DOT and excluded from the final billing

Participants Room Type Check In Check Out

7 Rooms
(14 pax) Twin Sharing May 16, 2024 May 18, 2024

c. Product Assessment

- Number of Participants: 20 – 30 participants

- Date: 17 May 2024
- The tour operator may suggest the whole day itinerary, but it must include a Binondo Food Crawl Tour during the morning and market tour in the afternoon (Cubao Farmer's Market)
- The Binondo Food Crawl must include the following:
 - o Hopia Making Demo
 - o Shanghai Fried Siopao
 - o Dumplings
 - o Lumpia and Kikiam
 - o Egg Tart
 - o Fried XLB
- Must include a tour guide (familiar with Binondo Food Crawl itinerary)
- Must include a tour coordinator
- The tour operator may propose changes to the itinerary, subject to the approval of the project officer.
- Entrance, meals, and other relevant fees for the tour must be paid by the tour operator.

VII. PAYMENT PROCEDURES / 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.

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. 2024-05-0168

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)
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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 14 May 2024 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman
Date Created 10/05/2024

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