



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10918611  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Travel and Tour Agency or Tour Operator for the Site Validation of Cruise Tourism Standards

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-06-0197	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	04/06/2024
<b>Approved Budget for the Contract:</b>	PHP 91,507.36	<b>Last Updated / Time</b>	03/06/2024 18:12 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	07/06/2024 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

**Description**

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE  
SITE VALIDATION OF CRUISE TOURISM ACCREDITATION STANDARDS

II. PURPOSE/OBJECTIVE

The Office of Tourism Standards and Regulation is in need of a DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator) in the Philippines engaged in the business of arranging roundtrip flights, cruise ship arrangements, land transfers and other ground arrangements, to conduct the Site Validation of Cruise Tourism Standards. The site validation aims to gather information on cruise operations, ship design/interiors and other best practices for the development of domestic cruise tourism guidelines

III. MINIMUM REQUIREMENT FOR SUPPLIERS

- Must be a DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense
- 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

#### IV. DETAILS OF SCOPE OF WORK AND DELIVERABLES

##### A. FLIGHT ARRANGEMENT

To provide round trip international economy airfare for one (1) pax based on the following:

Flight Date Route Time/Remarks No. of Pax  
June 15, 2024 (Saturday) Manila to Singapore Departure from Manila:  
Between 5:00 am to 11:00 am

Arrival in Singapore:  
Between 9:00 am to 2:00 pm 1 pax  
June 20, 2024

(Thursday) Singapore to Manila Departure from Singapore:  
Between 10:00 am to 02:30 pm

Arrival in Manila:  
Between 1:00 pm to 7:00 pm 1 pax

Names of Passenger:

1. Mr. Virgilio M. Maguigad

Ticket Inclusions:

- Inclusive of at least 20 kilos baggage allowance with 7 kilos hand carry per way
- Travel insurance with COVID-19 risk provision
- Regular fare (not promo fare)
- Rebookable

##### B. CRUISE SHIP ARRANGEMENTS

To provide cruise ship tickets for 1 pax with the following details:

- Inclusive dates: June 16-18, 2024 (2 nights/Sunday to Tuesday)
- Route: Singapore - Malaysia - Singapore
- Accommodation type:
  - o 1 room - Balcony Stateroom (Single Occupancy)
- Inclusions:
  - o Cruise ship accommodation & full board meals for the trip duration
  - o Port Charges and other applicable taxes
  - o Mandatory gratuities for the duration of itinerary
  - o Access to complimentary cruise facilities

V. APPROVED BUDGET FOR CONTRACT FOR  
NINETY-ONE THOUSAND FIVE HUNDRED SEVEN PESOS  
AND 36/100 ONLY (₱91,507.36)

##### VI. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed NINETY-ONE THOUSAND FIVE HUNDRED SEVEN PESOS AND 36/100 ONLY (₱91,507.36) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.
- 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

##### VII. PROJECT OFFICER/CONTACT PERSON

Ms. JENNIFER B. RUCIO / Ms. JC JAN O. CUETO  
Standards Development Division, Office of Tourism Standards and Regulation  
Trunk Line: (02) 459-5200 to 30 Local 224  
Mobile: 0995 510 8130 (Ms. Rucio) / 0905 473 4304 (Mr. Cueto)  
Email: [sdd@tourism.gov.ph](mailto:sdd@tourism.gov.ph)

NOTE: The winning bid however, 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.

Approved by:

VIRGILIO M. MAGUIGAD, EnP  
Director  
Office of Tourism Standards and Regulation

##### **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

Note: Kindly submit your quotations together with your eligibility requirements to [msdante@tourism.gov.ph](mailto:msdante@tourism.gov.ph) on or before 07 June 2024 at 1:00PM. Late and unsigned quotations shall not be accepted.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 03/06/2024

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