



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10917316
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Celebration of the Philippine Weaves & Fabrics - June 27, 2024

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-06-0195	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	04/06/2024
Approved Budget for the Contract:	PHP 340,000.00	Last Updated / Time	04/06/2024 00:00 AM
Delivery Period:	2 Day/s	Closing Date / Time	07/06/2024 10:00 AM
Client Agency:			
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Description

TECHNICAL SPECIFICATIONS

Tour Operator for the Celebration of the Philippine Weaves & Fabrics - June 27, 2024

I. Project Introduction and Objectives

As the United Nations World Tourism Organization (UNWTO), Chair of the Commission for East Asia and the Pacific, the Philippines, was designated as host for the UNWTO's 36th Joint Commission Conference. This prestigious event is expected to be attended by around 300 esteemed delegates from across Asia.

As the organizers, the Department of Tourism (DOT), aims to showcase the country's rich culture and landscape while highlighting our local tourism products to an international audience. To achieve this, the Department tapped a Filipino fashion designer to create fashion pieces using unique, diverse, and stunning weaves and fabrics from the different regions of the Philippines.

For this undertaking, the Department shall secure the services of a DOT-accredited Tour Operator to provide arrangements for flights, land transfers, accommodation, and meals of the talents procured for the event.

Aligned with the National Tourism Development Plan's (NTDP) goal of equalization of tourism product development and promotion, the event aims to:

1. Create awareness of the country's rich cultural identity heritage through its various traditional Filipino weaves.
2. Showcase the diverse cultural tapestry of the Philippines by presenting the traditional weaves through a contemporary lens, offering a fresh perspective that resonates with its modern audiences.
3. Promote the expertise of Filipinos by highlighting the unique story woven into each fabric, which serves as a testament to the creativity and craftsmanship inspired by the country's vibrant heritage and tradition.

II. Qualifications

- Must be a Department of Tourism accredited tour operator and/or travel agency and registered with the Philippine Government Electronic Procurement System (PhilGEPS);
- Must be located in Manila or Cebu.
- Must have handled travel groups of at least 50 persons and worked with the Department within the last 5 years.
- Must have proven experience in managing and arranging travel logistics, including transportation, accommodation, meals, and other requirements.
- Must be amenable to send-bill arrangement/government procedure.
- 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.

III. Scope of Work and Deliverables

Scope of Work Deliverables

Transportation FLIGHTS

- Provision of flights for twenty (20) persons (Manila-based talents), including a 10kg baggage allowance.

FLY-IN 27 June 2024 (First Flight)

Mnl-Ceb

FLY-OUT 28 June 2024 (Noon Flight)

Ceb-Mnl

LAND TRANSFERS

- Provision of air-conditioned two (2) coasters for eighty (80) persons with ample space for luggage.
- One (1) Coaster will be hired for two (2) days, from 27 June to 28 June as transportation for the Talents from Hotel-Venue, Hotel-Pick-up Point, Hotel-Airport, and vice-versa.
- The other coaster shall only be hired for one (1) day, on June 27, as transportation for the Talents from Hotel-Venue, Hotel-Pick-up Point, and vice-versa.
- This is inclusive of fees for vehicle rental, fuel expenses, toll, parking, driver, coordinator, and other fees.

- Must be able to secure necessary LGU permits, if applicable.

Accommodations • Hotel rooms for twenty (20) persons

(triple and twin sharing rooms)

Early Check-In for 27 June 2024

Check-Out for 28 June 2024

- Two (2) hotel room for six (6) days

For dress alterations, fitting of Models from Cebu, storage of dresses for the fashion show, and holding area.

Check-In 23 June 2024

Check-Out 28 June 2024

- Must be a DOT-accredited hotel/accommodation with 3-star rating in the last 2 years and stable and fast WiFi access.

- Open to cancellation of room booking in case the room will not be occupied.

- Open to special arrangements in case the number of participants of the same gender is not met.

Meals • Provision for full board meals (packed meals) on June 27 for one hundred (100) persons (Set Design, Talents, and Crew)

- Provision of PM Snacks for one hundred (100) persons (Set Design, Talents, and Crew)

- Provision of breakfast and lunch (packed meals) on June 28 for twenty (20) persons (Manila-based talents)

IV. Budget

The Approved Budget for the contract is THREE HUNDRED FORTY THOUSAND PESOS (PHP 340,000.00) inclusive of all government taxes and charges, chargeable to OTDPRIM-OSEC-UNWTO. The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

V. Payment Scheme

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

Prepared By:

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Executive Assistant II

Office of Assistant Secretary, OSEC

Approved By:

GISSELA MARIE R. QUISUMBING

Assistant Secretary, Office of the Secretary

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/business Permit/BIR cert. of Registration (Individual)

2. PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.

3. Latest annual Income Tax Return (for ABC's above PhP500K)
4. Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 03/06/2024

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