



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10937949
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Travel and Tour Operator for the Vietnam Airlines Familiarization Trip: Hanoi Agents (Location: Makati City)

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2024-06-0209	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	5
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	09/06/2024
Approved Budget for the Contract:	PHP 768,600.00	Last Updated / Time	09/06/2024 00:00 AM
Delivery Period:		Closing Date / Time	13/06/2024 10:00 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

Inclusive Dates: 18-22 June 2024

MINIMUM REQUIREMENTS

- Must be accredited by the Department of tourism and must abide to the Memorandum Circular on the Health and Safety Guideline Governing the Operations of travel and tour agencies and tour guides under the New Normal;
- Must have handled domestic and ASEAN tour groups within the last 4 years and Travel Trade and Media invitational from overseas within the last 5 years;
- 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 3rd parties or other proprietors. Otherwise tax withheld will be credited from the total contract price;
- Provision of a tour coordinator to assist guests throughout the travel period;
- provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- Provision of airport representative to assist guests throughout the travel period;
- Provision of travel of travel kits for all participants;
- Must be willing to provide services on send-bill arrangement;
- 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 3rd parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price;

- A Vietnamese-speaking tour guide/coordinator is an advantage

SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for eight (8) international participants to cover medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary;
- Ground arrangement for tour package including environmental fees, portorage fees, roundtrip airport transfers with provisions for transportation of luggage, service of DOT accredited tour guides, single-occupancy accommodation inclusive of daily breakfast, and full board meals (lunch, AM and PM snacks and dinner)
- Provision of travel kits for all participants;
- Van /coaster rental (inclusive of professional driver fees, driver's meals and applicable toll fees); and
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS)

COMPONENTS:

- A. ACCOMMODATION
- B. FULL BOARD MEALS
- C. TOURIST TRANSPORT SERVICES
- D. TOURS
- E. MEET AND GREET COMPONENT
- F. TRAVEL KITS
- G. TRAVEL INSURANCE

-----Please refer to the attached TECHNICAL SPECIFICATIONS for the complete details -----

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. 2024-06-0209

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 Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 13 June 2024. 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 08/06/2024

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