



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11037231
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title AIR and GROUND HANDLING SERVICES for the 2ND CENTRAL PHILIPPINES TRAVEL EXPO
Area of Delivery Palawan

Solicitation Number:	NCR-2024-07-033	Status	Pending
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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	11/07/2024
Approved Budget for the Contract:	PHP 235,376.40	Last Updated / Time	10/07/2024 14:33 PM
Delivery Period:	7 Day/s	Closing Date / Time	15/07/2024 08:00 AM
Client Agency:			
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 7840 Makati Avenue, Brgy. Poblacion Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

Description

I. BRIEF BACKGROUND :

After the successful conduct of the 1st Central Philippines Tourism Expo last June 16-18, 2023, at the Iloilo Convention Center (ICON), Iloilo City, The Department of Tourism - National Capital Region is set to participate in the 2nd edition of the Central Philippines Tourism Expo (CPTEx) with the theme "The Center for Philippine Tourism Sustainability and Conservation" on July 18-24, 2024 at SM Puerto Princesa City, Palawan. Organized by the CALARBAZON, MIMAROPA, Bicol, Western, Central, and Eastern Visayas Regions, the CPTEx gathers the regions together to showcase the rich culture, natural wonders, and tourism assts through the 3-day travel trade exposition. The DOT MIMAROPA, as the host region, has prepared pockets of activities as part of the event.

II. OBJECTIVES:

1. To support domestic tourism recovery by participating in the travel fair
2. To promote Metro Manila and establish new business networks
3. To advertise and boost the recently launched Hop-On Hop-Off Travel by the Hubs Project of the DOT-NCR
4. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital.

III. SCOPE OF WORK / SPECIFICATIONS :

Date of Engagement:

Implementation Date : July 18-24, 2024

Area : Puerto Princesa City, Palawan

A. Air Travel for DOT-NCR Staff

Air travel for the following dates and details:

Date Cost per way Baggage Allowance Total July 18, 2024

MNL –PPS

(With 20kg Check baggage)

Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax

19,241.60

July 19, 2024 MNL –PPS (With 20kg Check in baggage)

Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax

19,241.60

July 22, 2024 PPS-MNL (With 20kg Check in baggage)

Php 7,592 + 40% surcharge (Php 3,036.80) x 3 pax

31,886.40

July 25, 2024

PPS-MNL (With 20kg Check in baggage) Php 7,592 + 40% surcharge (Php 3,036.80) x 1 pax

10,628.80

Prepaid check-in baggage

(Additional 40 kg check-in) 2 way x Php 1,700/way x 3 pax 10,200.00

Subtotal: 91,198.40

B. MEALS

Meal Requirements Amount

DOT NCR Staff Meals 5 days X 2 pax X 3 meals

4 days X 2 pax X 3 meals Php 30,780.00

Meals for Stakeholders

5 days x 2 pax x 3 meals

4 days x 2 pax x 3 meals

C. Hotel Accommodation

- Standard Hotel

- Air conditioned

- Breakfast must be included

- With internet connection

- Hotel must be 2 km within the CPTEX event at SM Puerto Princesa

City, Palawan

- Hotel must be DOT Accredited

Room Requirements Number of Rooms Amount

2 DOT-NCR Regional Staff

(Twin-sharing)

(5 nights, July 18 – 22, 2023)

5 Nights x 1 room

Php 79,398.00

2 DOT-NCR Assistant Regional

Director and Staff

(Twin-sharing)

(4 nights, July 19 – 22, 2023)

5 Nights x 1 room

2 Regional Stakeholders

(Twin-sharing)

(5 nights, June 18 – 22, 2023)

5 Nights x 1 room

2 Tour Operators

(Twin-sharing)

(4 nights, June 19 – 22, 2023)

4 Nights x 1

rD. Transportation

Puerto Princesa City, Palawan

Use of 1 (one) Van for DOT Regional Staff for the following dates, details, and itinerary:

- 12 hours use of van per day for 4 days

- 1 unit of air-conditioned van

- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee

- 8,500/day x 5 days = 34,000.00

DATE 18, 19, 21, 22 July 2024

- 1 Service Vehicle for DOT Regional Staff

(For Ingress, Egress, and Airport Transfers)

Breakdown

Air Transport 91,198.40

Meals 30,780.00

Accommodation 79,398.00
Van Hire 34,000.00
Total ₱235,376.40

Minimum requirements of Tour Operator:

- A. Must be accredited by the Department of Tourism;
- B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- C. Provision of first aid medical kit for the group;
- D. Willing to provide services on send-bill arrangement.

Documentary Requirements to be Submitted:

- 1. Mayor's Business Permit
- 2. PHILGEPS Registration Number
- 3. Omnibus Sworn Statement
- 4. DOT Accreditation Certificate

Approved Budget for the Contract (ABC):

Php 235,376.40

Pesos : Two Hundred Thirty-Five Thousand Three Hundred Seventy-Six
40/100 Only

* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.

Government procedure and subject to appropriate government taxes

Contact Persons:

Ms. COLLINS KARLA E TELMO - cetelmo@tourism.gov.ph

Ms. JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gov.ph

Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat
7840 Makati Avenue, Poblacion, Makati City

Note: Deadline of submission is on July 15, 2024 at 8:00am

Created by Lawrence Jacosalem Alcantara

Date Created 10/07/2024

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