



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11096200
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of a Transport Service for the Congressional Participation to the Incentives, Business Travel and Meetings (IBTM) Americas 2024 in Mexico City, Mexico

Area of Delivery

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|--|---|------------------------------|---------------------|
| Solicitation Number: | RFQ NP-SVP 2024-07-0255 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 3 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods - General Support Services | Document Request List | 1 |
| Category: | Travel, Food, Lodging and Entertainment Services | Date Published | 31/07/2024 |
| Approved Budget for the Contract: | PHP 331,066.56 | Last Updated / Time | 31/07/2024 00:00 AM |
| Delivery Period: | 5 Day/s | Closing Date / Time | 05/08/2024 11:00 AM |
| Client Agency: | | | |
| Contact Person: | NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph | | |

Description

TECHNICAL SPECIFICATIONS

PROJECT TITLE: Land Transportation Services for the Congressional Participation to the Incentives, Business Travel and Meetings (IBT M) Americas 2024 in Mexico City, Mexico

PROJECT DATE: August 19 to 23, 2024

MINIMUM REQUIREMENTS:

- a) Must be a service provider who can provide land transportation service in Mexico City.
- b) A professional licensed driver/coordinator must be provided who can speak English.
- c) Must be registered with the Philippine Government Electronic Procurement System (PhilGeps)
- d) Must be willing to provide services for send-bill arrangements.

SCOPE OF WORK/DELIVERABLES:

- a) Provision of 2 vans (preferably 7-seater) for official use of the Congressional delegates covering pre and post-activities such as airport/hotel transfers, official events, and briefing meetings.
- b) Maximum of ten (10) hours per day per van.
- c) The quotation must include fuel, professional driver's fees, accommodation and meals for drivers, parking fees, excess fees (overtime use) beyond the 10-hour use per day per van, and other incidental expenses.
- d) Provision of Trip Tickets signed by the drivers after the event.

Land Transportation Service — Van Hire in Mexico City

DATE TIME VEHICLE NO.

- August 19, 2024 (Airport transfers 5 hours Van nos. 1 and 2
- August 20, 2024* 10 hours Van nos. 1 and 2
- August 21, 2024 10 hours Van nos. 1 and 2
- August 22, 2024 10 hours Van nos. 1 and 2
- August 23, 2024 (Airport transfers 5 hours Van nos. 1 and 2

*The van hire during these dates may change depending on the Congressional delegation's flight arrival. If the

Congressional delegation arrives on August 19, we will secure van hire for day use on August 20.

Note: All vehicles should be road-worthy; licensed, clean, and properly maintained daily. Drivers should be licensed and with proper dress code.

Vehicle Itinerary (including flight itinerary and hotel accommodation of the delegation) for the duration of the IBTMA to be provided as soon as available

BUDGET

The total budget allocation for the van hire is Three Hundred Thirty-One Thousand Sixty-Six Pesos and 56/100 (Php 331,066.56), including all applicable taxes, and it should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal's responsiveness to the technical specifications and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget. Project expenses are to be charged to the Legislative Liaison Unit FY 2024 CAA funds.

Prepared by:

Contact Person: Kit Chiuco

Office: Legislative Liaison Unit

Contact Number: (02) 84595200 local 304

Other Information

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 Certification/ Registration Number.

3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before August 5, 2024 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 29/07/2024

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