



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11120403
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-Accredited Service Provider/Ground Handler for the Conduct of 35th Philippine Travel Mart on September 5-9, 2024 at SMX Convention Center, Pasay City

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-08-0264	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	06/08/2024
Approved Budget for the Contract:	PHP 443,806.00	Last Updated / Time	06/08/2024 00:00 AM
Delivery Period:	5 Day/s	Closing Date / Time	09/08/2024 14:00 PM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Service Provider/Ground Handler

II. PROJECT TITLE : 35th Philippine Travel Mart

III. PROJECT DATE/VENUE : September 5-9, 2024, SMX Convention Center, Pasay City

IV. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement
- Must have experience in handling DOT requirements
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and amount to be earmarked for the payment to the third parties of other proprietors. Otherwise tax withheld will be credited for the total contract prize.

V. SCOPE AND WORK DELIVERABLES

- Provide ground arrangement with provisions for single and twin accommodation, full board meals, and service vehicle;

A. Accommodation Requirements: Must be DOT Accredited.

- Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 3-4 star properties in Pasay City on the following dates:

Room Requirements Check-in Check-out

Stakeholders –6 Single Rooms September 5, 2024 September 9, 2024

DOT OPMD – 3 Twin Rooms September 5, 2024 September 9, 2024

B. Transportation Service Requirements: Must be DOT Accredited.

- Air-conditioned vehicle, seating capacity for the following: Van: 4-8 seats

• Transfer from DOT, hotel to event venue and vice versa, driver, gasoline, meals, and accommodation.

Date Location Van Details

September 5 – 9, 2024 Metro Manila (2) Units of Van; 4-8 seats

C. Meal Requirement: Complimentary breakfast at hotel

• September 5, 2024: B for 8 pax; L and D for 24 pax

• September 6, 2024: B for 8 pax; L and D for 24 pax (packed meal)

• September 7, 2024: B for 8 pax; L and D for 24 pax (packed meal)

• September 8, 2024: B for 8 pax; L and D for 24 pax (packed meal)

• September 9, 2024: B for 8 pax; L for 24 pax; D for 8 pax

VI. BUDGET:

Accommodation: Php 164,616.00

Meals: Php 199,200.00

Transportation: Php 79,990.00

Total budget: Php 443,806.00

VII. PAYMENT REQUIREMENTS:

- Submission of the following documents upon completion of the project for facilitation of payment:

a. Original hotel/resort manifest

b. Original trip tickets of land transfers (van)

d. DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT

Accreditation

e. Billing statement

The winning bidder 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.

VIII. CONTACT PERSON

Contact Person : Jaena Guarda-Salabit

Office : Product Planning & Development Division

Contact Number : +63 84595200: local 508 / 09496283979

Email Address : jaena_salabit@yahoo.com

Prepared by: Approved by:

JAENA GUARDA-SALABIT PAULO BENITO S. TUGBANG, M.D

Project Officer Director

Product, Planning & Development Division Office of Product and Market Development

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 05/08/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.