[Help](#)

![PhilGEPS - Philippine Government Electronic Procurement System] Central Portal for Philippine Government Procurement Oppurtunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number   11220039

Procuring Entity   DEPARTMENT OF TOURISM

Title   Third-Party Surveillance Audit for FY 2024 on 11-12 September 2024

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-09-0291	**Status**	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	2
Classification:	Goods	**Bid Supplements**	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 229,271.00	**Document Request List**	0
Delivery Period:			
Client Agency:		**Date Published**	06/09/2024
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph	**Last Updated / Time**	05/09/2024 14:30 PM
		Closing Date / Time	09/09/2024 10:00 AM

Description

I. BIDDER : Service Provider (DOT-Accredited Tour Operator)
II. PROJECT TITLE : Third-Party Surveillance Audit for FY 2024
III. PROJECT DATE : 11-12 September 2024
IV. PURPOSE/ OBJECTIVE : To assess our compliance with the requirements of the ISO 9001:2015 Standard and determine our qualification for the ISO Re-certification of our current scope and coverage.

V. MINIMUM REQUIREMENTS:
a. Must be a DOT-Accredited tour-operator.
b. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS) (Platinum)
c. Must be willing to provide services on a send bill arrangement compliant with government procedures

VI. SCOPE OF WORK AND DELIVERABLES:
A. Meals
A.1. Meals (Central Office)

NO. OF PAX MEAL PREFERRED VENUE
70 pax AM Snack, Lunch, PM Snack
(2 days) Within the venue of the event

A.2. Meals (Region 3, Clark,Pampanga)

NO. OF PAX MEAL PREFERRED VENUE
30 pax Breakfast, Lunch, Snacks Within the venue of the event

A.3. Meals (Region 4B, Boni, Mandaluyong)
NO. OF PAX MEAL PREFERRED VENUE
30 pax Breakfast, Lunch, Snacks Within the venue of the event

A.4. Meals (Region NCR, Makati Ave.)
NO. OF PAX MEAL PREFERRED VENUE
30 pax Breakfast, Lunch, Snacks Within the venue of the event

A.5. Meals (Region 7, Cebu City)

NO. OF PAX MEAL PREFERRED VENUE
30 pax Breakfast,Lunch Within the venue of the event

A.6. Meals (Region 10, Cagayan De Oro)

NO. OF PAX MEAL PREFERRED VENUE
30 pax Breakfast,Lunch Within the venue of the event

Inclusion:
• Buffet-Lunch and PM Snack Set Up on Day 2 (Central Office)
• For Central office meal requirements, Must be able to provide uniformed and well-trained banquet service personnel per food station until the end of the session.
• Menu must be approved by the project officer
• Menu of Lunch should include soup, beef or pork & fish or chicken, vegetable, dessert, rice, salad with one round of drink
• In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices. In addition, the project officer may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.

• Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies.
• Number of pax per food station to be determined by the project officer.
• Table and Table set-up with complete utensils for PM Snacks and Lunch

B. LAND TRANSPORT SERVICE

Day/s Route/Itinerary Remarks
2 Within Metro Manila 1 Van
1 DOT Makati- DOT Region 3 Clark, Pampanga-DOT Makati 1 Van
1 Mactan-Cebu Intl' Airport-DOT Region 7 Cebu City- Mactan-Cebu Intl' Airport 1 Van
1 Languindingan Airport-DOT Region 10 Cagayan De Oro- Languindingan Airport 1 Van

Requirements:
• Toll fees, fuel, and parking fees; meals for drivers
• Professional, experienced, well-trained and courteous drivers.
• Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
• Drivers must be fully vaccinated
• Itinerary may be subject to change provided that the end-user must give notice.

VII. BUDGET
The approved total budget is TWO HUNDRED TWENTY-NINE THOUSAND TWO HUNDRED SEVENTY-ONE PESOS (PHP 229,271.00) inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement.
Project cost shall be charged against the PS GAA FY 2024 of the Planning Service subject to existing accounting and auditing rules.

VIII. CONTACT PERSON
Contact Person : KATHRYN NICOLE G. ZAMOSA
Office : Planning Service
Contact Number : 09950781410
Email Address : kgzamosa@tourism.gov.ph
Other Information
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 msdante@tourism.gov.ph on or before 09 September 2024 at 10:00 A.M. Late and unsigned quotations shall not be accepted.

Created by	MAITA SUMOGAD DANTE
Date Created	05/09/2024

Help | **Contact Us** | **Sitemap**