



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11394930
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handling Services for the Dive Destination Exploration in Carles, Iloilo
Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2024-10-0345	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	23/10/2024
Approved Budget for the Contract:	PHP 972,014.57	Last Updated / Time	23/10/2024 00:00 AM
Delivery Period:		Closing Date / Time	28/10/2024 09:00 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

MINIMUM REQUIREMENTS

- A. Must be a tour operator/ground handler/travel agency accredited by DOT;
- B. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- C. Must have handled at least five (5) dive-related ground handling projects (i.e., dive familiarization tours, dive training programs, dive exhibitions, and other dive events) in the last 3 years (Bidder must submit a list of qualified projects);
- D. Must provide the services of a tour coordinator to assist and monitor the group;
- E. Must submit the quotation with the cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, the tax withheld will be credited from the total contract price; and
- F. Must be willing to provide services on a send-bill arrangement.

VI. SCOPE OF WORK

Provide ground arrangements with provisions for roundtrip domestic air tickets, van transportation, boat rides, single occupancy rooms, diving packages, and full board meals.

A. Domestic Air Tickets

- Provision of roundtrip economy class domestic air tickets for the marine exploration team (8 pax), inclusive of 1 pc 20 kg check-in baggage and 1 pc 7 kg hand carry, and with an additional 1 pc 20 kg check-in baggage per guest for their diving gear and underwater photography equipment;

No. of pax Baggage Allowance

Additional Baggage Allowance

8 pax

1 pc 20 kg check-in baggage 1 pc 7 kg hand carry

1 pc 20 kg check-in baggage for their diving gear and underwater photography equipment

- Provision of roundtrip economy class domestic air tickets for the DOT central office coordinators (2 pax), inclusive of 1 pc 20 kg check-in baggage and 1 pc 7 kg hand carry;

No. of pax

2 pax

Baggage Allowance

1 pc 20 kg check-in baggage 1 pc 7 kg hand carry

Additional Baggage Allowance

no additional baggage allowance

- Only utilized flights must be charged to the DOT in the final billing. Participants: Marine Exploration Team (8 pax) and DOT Coordinators (2 pax) No. of Pax: 10 pax

Flight Details:

DATE

November 4, 2024

November 12, 2024

DESTINATION

Manila to Roxas

Roxas to Manila

PREFERRED FLIGHT DETAILS

ETD 0540 H | ETA 0655 H

ETD 1425 H | ETA 1540 H

*Note: If above flights have been fully booked or are not available, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.

B. Transportation

- Van service inclusive of professional driver fees, driver's accommodation, if necessary, meals, expressway toll fees, parking fees, and applicable environmental fees.

DATE

NO. OF UNITS

CAPACITY AND ROUTE

November 4, 2024

1 van

Airport Transfers

From Roxas City to Iloilo City

10 to 12 pax per van with sufficient space for their luggage and dive equipment (at least 2 large 30-inch luggage per person)

November 5 to 9, 2024

1 van per day

Dive Site Exploration

10-12 pax per van with sufficient space for dive and underwater photography equipment

November 10, 2024

November 11, 2024 November 12, 2024

1 van

1 van 1 van

Assessment of Dive Establishments

10-12 pax per van

Presentation to LGU and Stakeholders

10-12 pax per van

Airport Transfers

From Iloilo City to Roxas City

10-12 pax per van with sufficient space for their luggage and dive equipment (at least 2 large 30-inch luggage per person)

- Provision of boat ride transfer to and from Bancal and Granada Port.

DATE

November 5 and 10, 2024

C. Accommodation

NO. OF UNITS

1 boat per day

CAPACITY AND ROUTE

10 to 12 pax per boat with sufficient space for their luggage and dive equipment (at least 2 large 30-inch luggage per person)

- Cover all accommodations of the marine exploration team on a single occupancy basis, with complimentary breakfast, at a DOT-accredited property located on Carles, Iloilo, and Northern Gigantes Island;

No. of Rooms

8 8 8

No. of Rooms

Room Type

Meals

Breakfast Breakfast Breakfast

Check In

November 4

November 5 November 10

Check out
November 5 November 10 November 12

Location
Carles, Iloilo
Northern Gigantes Island
Carles, Iloilo
Single occupancy Single occupancy Single occupancy

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Cover all accommodations of the DOT coordinators on a single occupancy basis, with complimentary breakfast, at a DOT-accredited property located on Carles, Iloilo, and Northern Gigantes Island not exceeding the allowable cost under the EO 77 guidelines (P900.00 per person per night, based on the P1,800.00 daily travel expense allowance);
4 4 4

D.
Room Type
Single occupancy Single occupancy Single occupancy

Meals
Breakfast Breakfast Breakfast

Check In
November 4
November 5 November 10
Check out
November 5 November 10 November 12

Location
Carles, Iloilo
Northern Gigantes Island
Carles, Iloilo

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Diving Package
• Diving with air/nitrox tanks, dive equipment rental (including weights, weight belt, wetsuits, buoyancy control devices, regulators, booties, fins, mask, and snorkel), boat rental, services of dive guides/dive masters, and all applicable environmental and sanctuary/marine park fees;

Date No. of Pax Inclusions
November 5 to 9, 2024 7 pax 3 dives per pax per day
Only utilized rooms must be charged to the DOT in the final billing. Participants: Marine Exploration Team (8 pax) and DOT Coordinators (4 pax) No. of Pax: 12 pax

E. Meals
• Provision of AM Snacks, Lunch, PM Snacks, and Dinner for the marine exploration team (8 pax) and the DOT coordinators (4 pax)

* breakfast included in accommodation
Participants: Marine Exploration Team (8 pax) and DOT Coordinators (4 pax) No. of Pax: 12 pax

Date
November 4 to 12, 2024

No. of Pax
12 pax

Inclusions
AM Snacks, Lunch, PM Snacks, Dinner

Note: The format, such as tables, is distorted. For a more accurate details, kindly refer to the attached Technical Specifications

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. 2024-10-0345

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 28 October 2023 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 22/10/2024

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