



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11483360
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of a Service Provider for the Participation In/ Conduct of Local and International Culture-Oriented Events, Conference and Activities as part of Consumer Activation (Terra Madre Visayas 20)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-11-0369	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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	15/11/2024
Approved Budget for the Contract:	PHP 120,772.80	Last Updated / Time	15/11/2024 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	18/11/2024 14:00 PM
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

I. PROJECT TITLE : Participation In/Conduct of Local and International Culture-Oriented Events, Conferences and Activities as Part of Consumer Activation (Terra Madre Visayas 2024)

II. PROJECT DATE : 20 to 23 November 2024

III. PROJECT VENUE : Bacolod City

IV. SUPPLIER : Service Provider/Ground Handler

V. BACKGROUND

The Department of Tourism (DOT), through its Cultural Tourism team, is actively developing Food and Gastronomy Tourism as one of its priority sub-sectors. As part of this initiative, the DOT is incorporating the principles of Slow Food to promote sustainable tourism within the Food and Gastronomy sector.

Terra Madre Salone del Gusto is one of the largest gatherings of Slow Food advocates worldwide, held biennially in Turin, Italy. It focuses on sustainable agriculture and travel, with a vision of creating a better future, fighting for good, clean and fair food. Last 26 to 20 September 2024, the DOT participated in Terra Madre Salone del Gusto 2024 in Turin, Italy. A key highlight was the signing of a Memorandum of Agreement (MOA) designating Bacolod City, Negros Occidental, as the official hub of Slow Food in Asia.

Locally, Terra Madre Visayas serves as a regional edition of the global event. For this year's edition, from 19 to 23 November 2024, the event will be held in Bacolod to officially announce Bacolod City, Negros Occidental, as the Slow Food hub in Asia. :

VI. MINIMUM REQUIREMENTS

- Must be PHILGEPS Registered
- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement
- Must have experience in handling DOT requirements
- 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 or other proprietors. Otherwise tax withheld will be credited for the total contract prize.

VII. SCOPE AND WORK DELIVERABLES

Provide ground arrangement with provisions for air and land transportation, accommodation, and meals;

A. Domestic Air Tickets

- Provision of roundtrip economy class domestic air tickets for the DOT central office – cultural-tourism team (6 pax), inclusive of 1 pc 20 kg check-in baggage and 1 pc 7 kg hand carry;

No. of pax Baggage Allowance Additional Baggage Allowance

6 pax 1 pc 20 kg check-in baggage

1 pc 7 kg hand carry

no additional baggage allowance

- Only utilized flights must be billed to the DOT in the final billing.

Participants: DOT central office – cultural-tourism team (6 pax)

No. of Pax: 1 pax

Flight Details:

Date Destination Preferred Flight Details

November 20, 2024 Manila to Bacolod Morning Flight

November 22, 2024 Bacolod to Manila Evening Flight

No. of Pax: 2 pax

Flight Details:

Date Destination Preferred Flight Details

November 21, 2024 Manila to Bacolod Morning Flight

November 22, 2024 Bacolod to Manila Evening Flight

No. of Pax: 3 pax

Flight Details:

Date Destination Preferred Flight Details

November 20, 2024 Manila to Bacolod Morning Flight

November 23, 2024 Bacolod to Manila Evening Flight

*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. Accommodation

- Cover all accommodations of the DOT central office – cultural-tourism team on a single and twin occupancy basis, with complimentary breakfast, at a DOT-accredited property located on Bacolod City 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);

No. of Rooms Room Type Meals Check In Check out Location

1 Single occupancy Breakfast November 20 November 22 Bacolod City

1 Twin occupancy Breakfast November 21 November 22 Bacolod City

1 Triple occupancy Breakfast November 20 November 23 Bacolod City

- Only utilized rooms must be billed to the DOT in the final billing.

Participants: DOT central office – cultural-tourism team (6 pax)

No. of Pax: 6 pax

C. Meals

- Provision of Lunch and Dinner for the DOT central office – cultural-tourism team (6 pax)

*breakfast included in accommodation

Participants: DOT central office – cultural-tourism team (6 pax)

No. of Pax: 6 pax

Date Lunch Dinner

November 20, 2024 4 pax 4 pax

November 21, 2024 6 pax 6 pax

November 22, 2024 6 pax 3 pax

November 23, 2024 3 pax 3 pax

D. Transportation Service

- Van service within Bacolod City 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 20, 2024 1 van Airport – Hotel – Event Venue – Hotel
12-seater van

November 21, 2024 1 van Hotel – Event Venue – Hotel

*With airport transfer within the day

12-seater van

November 22, 2024 1 van Hotel – Event Venue – Hotel

*With airport transfer within the day

12-seater van

November 23, 2024 1 van Hotel – Event Venue – Airport

12-seater van

VIII. BUDGET:

The total budget for this project is ONE HUNDRED TWENTY THOUSAND SEVEN HUNDRED SEVENTY-TWO PESOS AND 80/100 (PHP 120,772.80) inclusive of all applicable taxes and should cover all requirements enumerated above.

IX. 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)
- c. 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.

X. CONTACT PERSON

Contact Person : Cleo Faith B. De Castro

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Prepared by: Approved by:

CLEO FAITH B. DE CASTRO PAULO BENITO S. TUGBANG, M.D

Project Officer Director

Product Planning & Development Division Office of Product Development

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
4. Must be Accredited by DOT.

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before November 18, 2024 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 14/11/2024

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