



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5500166
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator for the Training of Regional Tour Guiding Course
Area of Delivery Metro Manila

Solicitation Number:	2018-07-0176	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 160,000.00	Document Request List	0
Delivery Period:	5 Day/s		
Client Agency:		Date Published	19/07/2018
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph	Last Updated / Time	19/07/2018 00:00 AM
		Closing Date / Time	24/07/2018 10:00 AM

Description

REQUEST FOR QUOTATION

The Department of Tourism (DOT) invites all interested suppliers to submit their lowest price proposal/quotation on the item listed below:

TERMS OF REFERENCE TOUR OPERATOR SERVICES

BACKGROUND

- A. Participants: Training of Regional Tour Guiding Course NCR Batch 11
- B. No. of Participants : 30pax
- C. Date: July 23 – August 31, 2018

MINIMUM REQUIREMENTS FOR SUPPLIERS

- A. Must be DOT Accredited Tour Operator;
- Must be willing to provide services on a send-bill arrangement

SCOPE OF WORK/DELIVERABLES

DATE: August 03 (Friday) Place/Venue Within Metro Manila

Activity 1: National Museum Teaching Tour

- No. of participants – 30pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 30pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o Entrance fees to National Museum
 - o All parking fees/All city permits/ Driver meals/Passenger insurance

DATE: August 08 (Wed) Place/Venue Within Metro Manila

Activity 2: Airport, Seaport and Hotel Familiarization Tour

- Whole day tour to Airport Terminals 1, 2 and 3, Manila Port and a DOT Accredited Hotel.
- No. of participants – 30pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 30pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o All parking fees/All city permits/ Driver meals/Passenger insurance

DATE: August 14 (Tues) Place/Venue Within Metro Manila

Activity 3: Formal Dinner for Protocol, Etiquette and Social Graces

- Formal dinner activity
- No. of participants – 30pax
- Inclusions:
 - o DOT Accredited 4-5star Hotel within Makati City.
 - o Plated course meal with formal dinner set up and pre-dinner cocktails with set-up (non-alcoholic drinks)
 - o Private function room for 30pax
 - o With P.A system and LCD Projector

DATE: August 23 (Thurs) Place/Venue Within Metro Manila

Activity 4: Teaching Tour

- Whole day Manila City Tour
- No. of participants – 30pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 30pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o All entrance fees /All parking fees/All city permits/Driver meals/Passenger insurance

DATE: August 31 (Fri) Place/Venue Within Metro Manila

Activity 4: Final Practical Exam – Mock Tour

- Whole day Manila City Tour
- No. of participants – 35pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 35pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o All entrance fees /All parking fees/All city permits/Driver meals/Passenger insurance

* Refer to the attached Itinerary

"V. BUDGET FOR CONTRACT:

- PHP160,000.00 inclusive of taxes

Note: The winning bidder however, shall be determined based on the proposal with the most advantageous financial cost, provided that the amount of bid does not exceed the above total budget.

"

Contact Person:

VI. PROJECT OFFICER/CONTACT PERSON

Kytlin Kyla Principio
Office of Industry Manpower Training Division
Trunk Line: (02) 459-5200 loc. 214
Email: kkprincipio@gmail.com

Please use the attached Reply Slip Form in submitting price quotation at the contact information indicated below. Proposal/quotation must be received not later than 10:00 am. of July 24, 2018.

Contact Person : Ms. Maria Alma Almazan

Procurement Management Division

REPLY SLIP

Name of Company : _____

Address : _____

Contact Information: _____

After having carefully read the Request for Quotation for the requirement of tour operator in connection with the Training of Regional Tour Guiding Course , I/We quote you on the item at prices noted below :

TERMS OF REFERENCE
TOUR OPERATOR SERVICES

BACKGROUND

- A. Participants: Training of Regional Tour Guiding Course NCR Batch 11
- B. No. of Participants : 30pax
- C. Date: July 23 – August 31, 2018

MINIMUM REQUIREMENTS FOR SUPPLIERS

- A. Must be DOT Accredited Tour Operator;
Must be willing to provide services on a send-bill arrangement

SCOPE OF WORK/DELIVERABLES

DATE: August 03 (Friday) Place/Venue Within Metro Manila

Activity 1: National Museum Teaching Tour

- No. of participants – 30pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 30pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o Entrance fees to National Museum
 - o All parking fees/All city permits/ Driver meals/Passenger insurance

DATE: August 08 (Wed) Place/Venue Within Metro Manila

Activity 2: Airport, Seaport and Hotel Familiarization Tour

- Whole day tour to Airport Terminals 1, 2 and 3, Manila Port and a DOT Accredited Hotel.
- No. of participants – 30pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 30pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o All parking fees/All city permits/ Driver meals/Passenger insurance

DATE: August 14 (Tues) Place/Venue Within Metro Manila

Activity 3: Formal Dinner for Protocol, Etiquette and Social Graces

- Formal dinner activity
- No. of participants – 30pax
- Inclusions:
 - o DOT Accredited 4-5star Hotel within Makati City.
 - o Plated course meal with formal dinner set up and pre-dinner cocktails with set-up (non-alcoholic drinks)
 - o Private function room for 30pax
 - o With P.A system and LCD Projector

DATE: August 23 (Thurs) Place/Venue Within Metro Manila

Activity 4: Teaching Tour

- Whole day Manila City Tour
- No. of participants – 30pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 30pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o All entrance fees /All parking fees/All city permits/Driver meals/Passenger insurance

DATE: August 31 (Fri) Place/Venue Within Metro Manila

Activity 4: Final Practical Exam – Mock Tour

- Whole day Manila City Tour

- No. of participants – 35pax
- Pick-up and Drop-off at DOT Makati Office.
- Tour Inclusions:
 - o DOT Accredited Bus (for 35pax)
 - o Meals (2 snacks and lunch at restaurant near the area of tour itinerary)
 - o Bottled water
 - o All entrance fees /All parking fees/All city permits/Driver meals/Passenger insurance

* Refer to the attached Itinerary

TOTAL COST:

Signature Over Printed Name of Supplier / Authorized Representative

Position : _____

Date : _____

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. DOT Accreditation Certificate

Deadline for the submission of Bid: July 24, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 18/07/2018

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.