



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6679022  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PRODUCT AUDIT and SOCIAL DEVELOPMENT ACTIVITY-December 6-8, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-11-0329	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	21/11/2019
<b>Approved Budget for the Contract:</b>	PHP 283,322.80	<b>Last Updated / Time</b>	20/11/2019 19:47 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	25/11/2019 16:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425  t_romanesh@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

I. BIDDER : Tour Operator

II. PROJECT TITLE : Product Audit and Social Development Activity

##### III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing accommodation, tours, and ground handling services.

##### IV. MINIMUM REQUIREMENTS:

- A. Must be accredited by the PDOT
- B. Must be willing to provide services on send - bill arrangement
- C. Has actual experience in handling special interest and travel trade groups

##### V. SCOPE AND WORK DELIVERABLES:

###### MINIMUM REQUIREMENTS

- Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
- Ground arrangement for tour package (inclusive of land transportation, service of guides, tours, single/twin sharing accommodation, and full board meals)
- Provision of first aid medical kit for the participants

- Provision of tour coordinator to monitor the guests and assist in the implementation of the project
- 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 Clark, Pampanga on the following dates for: Room Requirements Check in Check out
  - (2) Single rooms
  - (4) Twin rooms December 6, 2019
  - December 6, 2019 December 8, 2019
  - December 8, 2019
  - Venue :
  - Function or Meeting Room for 4 hours with pm snacks for 12 pax on December 07, 2019
  - Complimentary Wi-Fi access, table and chairs, projector with white screen and basic sound system with microphones
  - Free flowing coffee, tea and water
- b. Transportation Service Requirements: Must be DOT Accredited, air-conditioned vehicle, seating capacity for the following: Coaster: 22 seats, Van: 10 seats

Transfer in the following destinations including toll fees, driver, gasoline, meals and accommodation of driver:

Particulars Unit Date Destination

Manila to Clark

Clark to Manila 1 Coaster

1 Coaster December 06, 2019

December 08, 2019

December 06, 2019 • RT Transfers from Manila to Clark

• Transfers for Ocular Inspection in Angeles and Clark, Pampanga

Pampanga and Bataan 1 Van December 07, 2019

• RT Transfers for Puning Hot Spring inspection

• Transfer for the Ocular Inspection of the selected properties/attractions

c. Guided Tours and Other Requirements: Must be DOT Accredited

- to include guide fee's in Subic, Clark and Pampanga, giveaway or tour kit should include hand sanitizer, insect repellent; and sustainable product like permanent water bottle container or stainless straw etc.

DEC. 06 DEC. 07 DEC. 08

Pampanga Product Audit

Angeles and Clark (Health and Wellness Facilities) Pampanga and Bataan (Team Building Activity Venue)

Puning Hot Spring with Lunch and Ocular Inspection in Bataan; Social Development Activity Pampanga Product Audit

Subic, Nayong Pilipino, Zoobic Safari, Ocean Adventure, and other tourist attractions

d. Meal Requirements:

-must comply with the dietary requirements (TBA)

DEC. 06 DEC. 07 DEC. 08

Breakfast – 10 pax

Lunch – 12 pax

Dinner – 12 pax Lunch – 12 pax

Dinner – 12 pax Lunch – 12 pax

## VI. BUDGET

Particulars Budget (PHP)

Accommodation and Venue PHP 91,744.80

Meals and Tours PHP 115,450.00

Transportation PHP 76,128.00

GRAND TOTAL PHP 283,322.80

## VII. PAYMENT REQUIREMENTS:

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

a. Original hotel manifest

b. Original trip tickets of land transfers (coaster, bus, or van)

c. Detailed report of the project with photo documentation

d. Photocopy of Tour Guide IDs; and DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

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

## VIII. CONTACT PERSON

Contact Person : MS. MIAH E. ADAO / MS. JING ESMANA

Address : Office of Product and Market Development

5F The New DOT Building

351 Sen Gil Puyat Avenue

Brgy. Bel Air, 1200 Makati City

Contact Number: 459-5200 local 508/526  
Email Address : miahadao@gmail.com or jingesmana.dot@gmail.com

**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)  
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above Php500K))
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

**Created by** TERESITA A. ROMANES

**Date Created** 20/11/2019

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