



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8201120
Procuring Entity DEPARTMENT OF TOURISM
Title Groundhandling Services for the Dive Certification of Community Guides in Sorsogon
Area of Delivery Metro Manila

Solicitation Number:	2021-11-0177	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	18/11/2021
Approved Budget for the Contract:	PHP 973,529.60	Last Updated / Time	17/11/2021 09:08 AM
Delivery Period:		Closing Date / Time	22/11/2021 11:00 AM
Client Agency:			
Contact Person:	Clara Cortez Buscano Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 spyccb@yahoo.com		

Description

TERMS OF REFERENCE

I. PROJECT TITLE : Groundhandling Services for the Dive Certification of Community Guides in Sorsogon

II. PROJECT DATE : December 14 to 22, 2021

III. MINIMUM REQUIREMENTS :

1. Must be a Department of Tourism (DOT) Accredited Travel and Tour Agency located in Legazpi City, Albay;
2. Must have handled at least 1 dive-related contract within the past 5 years (submit Certificate of Completion or Official Receipt as proof of services rendered);
3. Must be willing to provide services on a send-bill arrangement.

IV. SCOPE AND WORK DELIVERABLES

A. Transportation

Vehicle Hire / Rental (inclusive of professional driver fees, driver's accommodation, if necessary, meals, and antigen test within 48 hours prior to the trip, expressway toll fees, and applicable environmental fees)

DATE NO. OF UNITS CAPACITY AND ROUTE

December 14, 2021 1 van Legazpi to Sorsogon

Passenger Seating Capacity: 4 pax

Rental Period: 10 hours rental

Route:

Time TBA - Pick up from Legazpi City

Time TBA - Drop off at Sorsogon resort

December 14, 2021 1 van Legazpi to Sorsogon
Passenger Seating Capacity: 2 pax
Rental Period: 10 hours rental
Route:
Time TBA – Pick up from Bicol
International Airport
Time TBA – Drop off at Sorsogon resort
December 22, 2021 1 van Sorsogon to Legazpi
Passenger Seating Capacity: 4 pax
Rental Period: 10 hours rental
Route:
Time TBA – Pick up from Sorsogon resort
Time TBA – Drop off at Legazpi City
December 22, 2021 1 van Sorsogon to Legazpi
Passenger Seating Capacity: 2 pax
Rental Period: 10 hours rental
Route:
Time TBA – Pick up from Sorsogon resort
Time TBA – Drop off at Bicol International
Airport

B. Accommodation

- Must be a DOT accredited establishment located in Sorsogon
Participant Room Type Meals Check In Check Out
Dive Instructor 1 Single Room Full Board December 14 December 22
Dive Instructor 2 Single Room Full Board December 14 December 22
Dive Master 1 Single Room Full Board December 14 December 22
Dive Master 2 Single Room Full Board December 14 December 22
DOT Coordinator 1 Single Room Full Board December 14 December 22
DOT Coordinator 2 Single Room Full Board December 14 December 22
LGU Representative 1 Single Room Full Board December 14 December 22
LGU Representative 2 Single Room Full Board December 14 December 22
Participant 1 Twin Share Full Board December 14 December 22 Participant 2
Participant 3 Twin Share Full Board December 14 December 22 Participant 4
Participant 5 Twin Share Full Board December 14 December 22 Participant 6
Participant 7
Twin Share Full Board December 14 December 22 Participant 8
Participant 9
Twin Share Full Board December 14 December 22 Participant 10

C. Dive Certification Course

- Must be a PCSSD accredited dive shop located in the Bicol Region
No. of Pax Dive Course Other Inclusions
15 pax Open Water Diver Certification
Course
- Classroom Sessions
- Course Materials
- Confined Water and Open
Water Dives (inclusive of
boat, tanks, and equipment
rental)
- Services of 2 Dive
Instructors and 2 Dive
Masters
15 pax Advance Open Water Diver
Certification Course
- Classroom Sessions
- Course Materials
- Confined Water and Open
Water Dives (inclusive of
boat, tanks, and equipment
rental)
- Services of 2 Dive
Instructors and 2 Dive
Masters

D. Meals for Training Participants

Date No. of Pax Meal Requirements / Remarks
December 15 15 pax Plated Lunch with 1 drink (juice or softdrink) per
person
15 pax Plated Dinner with 1 drink (juice or softdrink) per
person
December 16 15 pax Plated Lunch with 1 drink (juice or softdrink) per
person
15 pax Plated Dinner with 1 drink (juice or softdrink) per
person
December 17 15 pax Plated Lunch with 1 drink (juice or softdrink) per
person
15 pax Plated Dinner with 1 drink (juice or softdrink) per
person
December 18 15 pax Plated Lunch with 1 drink (juice or softdrink) per

person
15 pax Plated Dinner with 1 drink (juice or softdrink) per person
December 19 15 pax Plated Lunch with 1 drink (juice or softdrink) per person
15 pax Plated Dinner with 1 drink (juice or softdrink) per person
December 20 15 pax Plated Lunch with 1 drink (juice or softdrink) per person
15 pax Plated Dinner with 1 drink (juice or softdrink) per person
December 21 15 pax Plated Lunch with 1 drink (juice or softdrink) per person
15 pax Plated Dinner with 1 drink (juice or softdrink) per person

E. Photo and Video Documentation

- Provide photo and video documentation covering all components of the dive certification course proper.

F. BUDGET

Total budget for this project is NINE HUNDRED SEVENTY-THREE THOUSAND FIVE HUNDRED TWENTY-NINE PESOS AND 60/100 (PhP 973,529.60).

The winning bidder 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.

G. CONTACT PERSON

Contact Person : Celstine Joyce T. Sy
Office : Office of Product and Market Development – Product Monitoring and Evaluation Division
Email Address : ctsy@tourism.gov.ph

Approved by:
RENEE MARIE N. REYES
Director
Office of Product and Market Development

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 Certification of Registration (Individual)
2. PHILGEPS' Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and PhilGEPS Registration Number
3. Latest Annual Income Tax Return (For ABC's above Php500K)
4. Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)
5. Original or certified true copy of duly notarized Omnibus Sworn Statement
6. DOT Accreditation Certificate (valid)

Kindly submit your quotation for the above requirement in email (indicating the Solicitation Number and Title of the Project) addressed to: Ms. Clara C. Buscano, email address: ccbuscano@tourism.gov.ph

NOTE: For Land Bank Payment Purposes:

Bank Name : _____
Bank Account Number : _____
Account Name : _____
Other Bank has charges : _____

Created by Clara Cortez Buscano

Date Created 17/11/2021

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