



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6288124
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title ASEAN PLUS THREE (APT) ENVIRONMENT MANAGEMENT STANDARDS FORUM
Area of Delivery Palawan

Solicitation Number:	2019-07-017	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 489,350.00	Document Request List	0
Delivery Period:	4 Day/s		
Client Agency:		Date Published	03/07/2019
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com	Last Updated / Time	03/07/2019 00:00 AM
		Closing Date / Time	08/07/2019 13:00 PM

Description

Terms of Reference

I. Scope of Service

The service provider should be able to provide the transport services (land and sea), meals, tour guiding services, entrance fees, travel insurance, photo and video documentation, lei reception, and collaterals with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: July 24-26, 2019
- Amenable to send-bill arrangement/government procedure
- Provision of transportation services (land and sea), meals on the specified dates
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in Puerto Princesa City, Palawan

B. Documentary Requirements

- Mayor's/Business Permit
- Proof of PhilGEPS Registration
- Omnibus Sworn Statement
- DOT Accreditation Certificate

C. Specific Requirements

C.1 Van Hire

- July 24, 2019 – Two (2) units (airport transfers)
- July 25, 2019 – One (1) unit (secretariat vehicle)
- July 26, 2019 – One (1) unit (secretariat vehicle)
- July 27, 2019 – Two (2) units (airport transfers)

Inclusions: Driver's meal, fuel and other expenses such as toll and parking lot fees

C.2 Technical Tour for 45 persons in Puerto Princesa Underground River on July 26, 2019

- Transport services (land and sea)
- Meals (AM and PM snacks, and lunch)
- Tour Guiding services,
- Environment and entrance fees

Note: Each vehicle should have first aid kit, mosquito repellent lotion, candies/energy bar for the tour participants

C.3 Welcome Reception at the Puerto Princesa International Airport on July 24, 2019

- Welcome leis for VIPs and foreign delegates
- Welcome banner

C.4 Documentation Requirements

- Services of Photo-documentation team
 - o July 24, 2019 – Welcome dinner
 - o July 25, 2019 – Forum
 - o July 26, 2019 – Technical tour
- Production of official event video / 90 seconds AVP in HD format

C.5 Collaterals

a. Conference Kit

- Binuatan Clutch Bag
- A4 size
- 200 pcs
- Notebooks: "Maging Responsableng Manlalakbay"
- 5.83' x 8.27'
- 50 leaves
- Spiral (ruled)
- Black: 125 pcs
- Blue: 125 pcs

b. Synthetic leather pouch with debossed "It's More Fun in the Philippines" branding

- 7.09' x 4.72'
- 100 pcs

c. Bamboo tumblers with customized name

- 10 pcs

d. Tour Kit

1. String bag, 2 pcs Fitbar, 1 hand sanitizer, candies and water tumbler (plastic or stainless)
 - 50 sets
2. T-shirt (Maging Responsableng Manlalakbay)
 - White, dry-fit, freesize
 - 50 pcs

II. DELIVERY PERIOD

The delivery period for the collaterals is fifteen (15) working days after the final approval.

III. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

IV. CONTACT PERSON

GLADYS A. QUESEA / FAYE ANGELI A. REYES
Tourism Development Division, DOT MIMAROPA
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Created by Monina Valdez Raneses

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