



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8182483  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 32nd Philippine Travel Mart 2021 (SMX Convention Center, MOA Complex, Pasay City  
 November 25-29, 2021)

#### Area of Delivery

<b>Solicitation Number:</b>	2021-11-0168	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 999,078.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	5 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	12/11/2021
<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  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	11/11/2021 16:20 PM
		<b>Closing Date / Time</b>	16/11/2021 10:00 AM

#### Description

##### TECHNICAL SPECIFICATIONS

I. BIDDER : Tour Operator

II. PROJECT TITLE : 32nd Philippine Travel Mart 2021  
 November 25 – November 29,2021 (ingress, event proper, egress) November 26 to 28, 2021 (actual event dates)  
 SMX Convention Center, MOA Complex, Pasay City

##### III. PURPOSE/OBJECTIVES

The Department of Tourism (DOT) is in need of the services of a DOT-accredited local tour operator engaged in the business of providing domestic ground handling services – tourist transport services, accommodations, meals, RT-PCR tests, etc. for the Department's participation in the 32nd Philippine Travel Mart.

##### IV. MINIMUM REQUIREMENTS:

- A. Must be accredited by the DOT
- B. Must be willing to provide services on send – bill arrangement
- C. Must have experience in handling DOT domestic tour groups within the last 2 years;

- D. Ground arrangement for tour package (tourist transport services with social distancing considerations, single occupancy accommodations, full board meals and snacks, toll and entrance fees and other related services)
- E. Provision of RT-PCR tests, test results must strictly be available within 12 to 20 hours.
- F. Provision of tour coordinator to assist guests throughout the travel period
- G. Provision of hygiene kits for the participants

#### V. SCOPE OF WORK

##### A. Tourist Transport Services:

Transport requirements: 2 vans with drivers and 1 coordinator, toll, parking and entrance fees;  
5 days and 4 nights @ 12 hrs. per day / Secretariat and DOT regional office use

##### Day Route Remarks

November 25,

2021 Makati, Pasay Event ingress

November 26 to

28, 2021 Makati, Pasay, and environs Event proper

November 29,

2021 Pasay, Makati Event egress

##### B. Accommodations:

Accommodations on the following dates inclusive of daily breakfast:

Date Hotel Room Occupancy Quantity of Rooms

November 25 to

29, 2021 Must be a DOT accredited and granted with CAOS, at least 3-star hotel or equivalent, less than 2km from SMX Convention Center, Pasay City Single 28

##### C. Meals:

Regional Stakeholders & Secretariat meals

Date Type No. of Pax Remarks

November 25 to 29, 2021 Lunch 34 Set lunch, with 1 round of drinks

November 25 to 29, 2021 Snacks 34 Set snacks, with 1 round of drinks

November 25 to 28, 2021 Dinner 34 Set dinner, with 1 round of drinks

##### D. RT-PCR testing for Regional Stakeholders and DOT Team:

Date No. of Pax Remarks

November 24,

2021 8 Pre-event RT-PCR testing for DOT Team

November 28,

2021 32 Post-event RT-PCR testing for Regional Stakeholders and DOT

Team

##### E. Others

1. Provision of 32pcs of hygiene kits- pouch must contain 75ml ethyl alcohol, wet wipes, pocket tissues, 10 pcs of surgical masks, 5 pcs of N95 masks, face shield, Vitamin C(effervescent)
2. Parking, entrance, toll and other fees

#### VI. BUDGET:

Particulars Budget (PHP) Remarks

Transport services, accommodations, meals, RT-PCR testing, group travel insurance, parking, toll, entrance, hygiene kits, and all other fees

Php 999,078.00 All-inclusive and based on approved budget and attached quotation

GRAND TOTAL Php 999,078.00

Cost proposal must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

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.

#### VII. CONTACT PERSON

Contact Person : MIKHAELA DELA PAZ

Address : Office of Product and Market Development (OPMD) – Product Planning and Development Division

5F, The New DOT Building, 351 Senator Gil Puyat Avenue, Brgy. Bel Air, Makati City, 1200

Contact Number : local 504, 0915 948 0260- Dela Paz

Email Address : mldelapaz@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 Cert of Registration (Individual)
2. PhilGEPS' Registration Number or Cert of Platinum Membership in lieu of Mayor's Permit and PhilGEPS' registration number.
3. Latest annual Income Tax Return (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

**Created by** TERESITA A. ROMANES

**Date Created** 11/11/2021

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