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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6644372
Procuring Entity DEPARTMENT OF TOURISM
Title PRODUCT AUDIT and SOCIAL DEVELOPMENT ACTIVITY-November 29 to December 01, 2019
Area of Delivery

Solicitation Number:	2019-11-0302	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 283,322.80	Date Published	13/11/2019
Delivery Period:		Last Updated / Time	12/11/2019 13:01 PM
Client Agency:		Closing Date / Time	18/11/2019 14:00 PM
Contact Person:	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 November 29, 2019
 November 29, 2019 December 01, 2019
 December 01, 2019

Venue :

- Function or Meeting Room for 4 hours with pm snacks for 12 pax on November 30, 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 November 29, 2019

December 01, 2019

November 29, 2019 RT Transfers from Manila to Clark

Transfers for Ocular

Inspection in Angeles and

Clark, Pampanga

Pampanga and Bataan 1 Van November 30, 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.

NOV. 29 NOV. 30 DEC. 01

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 Filipino, Zoobic

Safari, Ocean Adventure, and other tourist attractions

d. Meal Requirements: -must comply with the dietary requirements TBA

NOV. 29 NOV. 30 DEC. 01

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. ADAC) / MS. JING ESMANA

Address

Contact Number:

Email Address : Office of Product and Market Development

5F The New DOT Building 351 Sen Gil Puyat Avenue

Brgy. Bel Air, 1200 Makati City 459-5200 local 508/526

miahadaoornail.com or jinggesmana.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 12/11/2019

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