



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7483480
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT - Accredited Tour Operator for the Conduct of Site Validation and Inspection in Dumaguete and Siquijor

Area of Delivery

Solicitation Number: 2021 - 02 - 0015	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	19/02/2021
Approved Budget for the Contract: PHP 899,008.00	Last Updated / Time	18/02/2021 13:25 PM
Delivery Period: 4 Day/s	Closing Date / Time	22/02/2021 10:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TERMS OF REFERENCE

I. BIDDER : Service Provider

II. PROJECT TITLE : Validation and Inspection of Dumaguete and Siquijor

III. PROJECT DATE : February 23 to 26, 2021

IV. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement

V. SCOPE AND WORK DELIVERABLES

- Ground arrangement for accommodation, roundtrip airport to seaport transfers with provisions for transportation of luggage, portorage fees, single/twin sharing accommodation, and full board meals);
- Reservation of meeting rooms in Dumaguete and Siquijor for 20 pax on February 24 and 26, 2021;
- Van Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll and parking fees)
- COVID-19 Test (RTPCR or Antigen) for the Validation Team and Professional Drivers. Test results must be available within 24 hours prior group's departure. Preference of RT-PCR test to be conducted in Philippine Children Medical Center (PCMC) or UP PGH Facility
- Driver must be familiar with the routes of Dumaguete and Siquijor (inclusion of meals for drivers)
- Provision of travel insurance and first aid medical kit sufficient for all participants;

I. TRANSPORTATION REQUIREMENTS

Date

No. of Units

Capacity and Route
February 23
1 van
Van Seating Capacity: 6 pax per van
Route: Metro Manila and Laguna to NAIA Terminal
Rental Period: Airport Pick up and Drop Off
February 23
1 van
Van Seating Capacity: 6 pax per van
Route: from airport to Dumaguete port to Siquijor
Rental Period: 10 hours
February 23
1 van
Van Seating Capacity: 6 pax per van
Route: within Siquijor
Rental Period: 10 hours
February 24
3 vans
Van Seating Capacity: 6 pax per van
Route: Within Siquijor
Rental Period: 8 hours (Morning)
February 24
3 vans
Van Seating Capacity: 6 pax per van
Route: Within Dumaguete
Rental Period: 8 hours (Afternoon)
February 25
3 vans
Van Seating Capacity: 6 pax per van
Route: Within Dumaguete
Rental Period: 8 hours
February 26
3 vans
Van Seating Capacity: 6 pax per van
Route: Within Dumaguete
Rental Period: 8 hours
*50% capacity for transportation vehicles in compliance with Covid-19 protocols, with necessary first aid kits
All Drivers should have negative COVID19 test (RT-PCR, preferred) prior day of service
TRANSFER FROM DUMAGUETE TO SIQUIJOR
Date
No. of Pax
Route
February 23, 2021
5 pax
Commuter Transfer from Dumaguete Seaport to Siquijor Seaport
February 24, 2021
5 pax
Chartered boat from Siquijor to Dumaguete
II. RT-PCR Covid-19 Test for DOT Validation Team and Drivers
Date
No. of Pax
Remarks
February 23, 2021
6 pax
RT-PCR test for DOT Validation Team in Manila
February 23, 2021
1 pax
COVID19 Test for Van Driver
February 23, 2021
5 pax
Off-Site RT-PCR Test for DOT Team in Manila
February 23, 2021
3 pax
COVID19 Test for Van Driver
III. ACCOMMODATIONS
Dumaguete (At Least 3-Star Hotel within Dumaguete City with Certificate of Authority to Operate)
Participants
Room Type
Meals
Check In
Check Out
DOT 3 pax
Single Occupancy
Breakfast
Feb 23

Feb 26
 DOT 7 pax
 Single Occupancy
 Breakfast
 Feb 24
 Feb 26
 Siquijor (At Least 3-Star Hotel within Dumaguete City with Certificate of Authority to Operate)
 Participants
 Room Type
 Meals
 Check In
 Check Out
 DOT 5 pax
 Single Occupancy
 Breakfast
 Feb 23
 Feb 24
 IV. MEALS
 Date
 No. of Pax
 Remarks
 February 23-26
 5 pax
 Lunch, Dinner, AM and PM Snacks
 February 24-26
 5 pax
 Lunch, Dinner, AM and PM Snacks
 V. MEETING ROOMS
 Siquijor (February 24)
 a. Venue with one Meeting Room for 20 pax with complete venue servicing and table arrangements following mandatory social distancing
 b. Menu for plated lunch and snack with one round of drink;
 c. Use of function room (conference setup) that can accommodate 20 pax from 0800H – 1530H
 d. Full-service meeting coordination with the following inclusions:
 Basic sound system;
 LCD projector and screen;
 Extension cords;
 4 microphones;
 Complimentary use of Wi-Fi;
 Coffee, tea and bottled water upon request
 Pads, pencils, candies and mints;
 Standby banquet staff and IT personnel;
 Use of function room could be extended in case the activity exceeded the allotted number of hours;
 e. Availability of sanitation and hygiene kits per guest.
 Dumaguete (February 26)
 a. Venue with one Meeting Room for 20 pax with complete venue servicing and table arrangements following mandatory social distancing
 b. Menu for plated lunch and snack with one round of drink;
 c. Use of function room (conference setup) that can accommodate 20 pax from 0800H – 1530H
 d. Full-service meeting coordination with the following inclusions:
 Basic sound system;
 LCD projector and screen;
 Extension cords;
 4 microphones;
 Complimentary use of Wi-Fi;
 Coffee, tea and bottled water upon request
 Pads, pencils, candies and mints;
 Standby banquet staff and IT personnel;
 Use of function room could be extended in case the activity exceeded the allotted number of hours;
 e. Availability of sanitation and hygiene kits per guest.
 Travel Insurance
 Date
 No. of Pax
 Remarks
 February 23 to 26, 2021
 10 pax
 DOT Validation Team
 VI. BUDGET
 Total Proposal Budget, inclusive of applicable tax and service charges: PHP 899,008
 Cost proposal for each lot 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 most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.
 VII. CONTACT PERSON

Contact Person : Marian Magsino
Office : Office of Product and Market Development (OPMD)
Contact Number : 09178499991
Email Address : jfmagsino@tourism.gov.ph

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 22 February 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 18/02/2021

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