



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6161507
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator for Site Inspection of Cebu City and Manila Properties for International Dive Event in September

Area of Delivery

Solicitation Number:	2019-04-0066	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 200,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	25/04/2019
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	Last Updated / Time	25/04/2019 00:00 AM
		Closing Date / Time	29/04/2019 10:00 AM

Description

TERMS OF REFERENCE

I. BIDDER : Service Provider

II. PROJECT TITLE : Site Inspections of Cebu City and Manila Properties for International Dive Event in September

III. PROJECT DATE : May 2 to 5, 2019

IV. MINIMUM REQUIREMENTS

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

V. SCOPE AND WORK DELIVERABLES

- a. Provision of travel insurance for each participant in case of emergency trip cancellation or emergency trip termination;
- b. Ground arrangement for tour package, roundtrip transfers with provisions for transportation of luggage, single/twin sharing accommodation, and full board meals;
- c. Provision of first aid medical kit for the participants;

d. Domestic Air Tickets

PASSENGER DATE DESTINATION PREFERRED FLIGHT DETAILS

DOT Coordinator 1 May 2, 2019 Manila - Cebu ETD MNL 0810 H ETA CEB 0925 H

DOT Coordinator 2

DOT Coordinator 3

DOT Coordinator 1 May 3, 2019 Cebu - Manila ETD CEB 1715 H ETA MNL 1830 H

DOT Coordinator 2
DOT Coordinator 3
Media Rep 1
Media Rep 2

*If above flights have been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.

e. Van Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll fees)

Date No. of Units Capacity and Route

May 2, 2019 1 van Van Seating Capacity: 10 pax per van

Route: Within Metro Cebu and Mactan Island

Rental Period: 18 hours

May 3, 2019 1 van Van Seating Capacity: 10 pax per van

Route: Within Metro Cebu and Mactan Island

Rental Period: 12 hours

May 3, 2019 1 van Van Seating Capacity: 10 pax per van

Route: Within Metro Manila

Rental Period: 12 hours

May 4, 2019 1 van Van Seating Capacity: 10 pax per van

Route: Within Metro Manila

Rental Period: 18 hours

f. Cebu Accommodation (At Least 3-Star Hotel within Metro Cebu)

Participants Room Type Meals Check In Check Out

Media Rep 1 Twin Share Breakfast May 2

May 3

Media Rep 2 Breakfast

DOT Coordinator 1 Triple Share Breakfast

DOT Coordinator 2 Breakfast

DOT Coordinator 3 Breakfast

g. Manila Accommodation (At Least 3-Star Hotel within the Mall of Asia Complex)

Participants Room Type Meals Check In Check Out

Media Rep 1 Twin Share Breakfast May 3 May 5

Media Rep 2 Breakfast

h. Meals

Date No. of Pax Remarks

May 2 5 pax Buffet Lunch and Dinner

May 3 5 pax Buffet Lunch and Dinner

May 4 7 pax Buffet Lunch at a Private Function/Meeting Room

May 4 5 pax Buffet Dinner

VI. BUDGET

Total budget for this project is PhP 200,000.00.

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 : Celstine Joyce T. Sy

Office : Office of Product and Market Development - Dive

Contact Number : 459 5200 local 509

Email Address : ctsy@tourism.gov.ph

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 or Bus. Tax Return (For ABC's above PhP500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

Kindly submit your quotation for the above requirement in a sealed

envelope (indicating the Solicitation number) addressed to

Ms. Teresita A. Romanes at the Department of Tourism

#351 Sen. Gil Puyat Avenue, Makati City

Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 24/04/2019

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