



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8332939
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of DOT Accredited Tour Operator for the Conduct of January 2022 Site Visit of the World Travel and Tourism Council (WTTC) Officials In connection with the Philippine Hosting of the 21st WT

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 12 - 0225	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	01/01/2022
Approved Budget for the Contract:	PHP 807,780.00	Last Updated / Time	31/12/2021 14:13 PM
Delivery Period:	8 Day/s	Closing Date / Time	04/01/2022 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

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Procurement of a Services of a Travel and Tour Operator for the January 2022 Site Visit of the World Travel and Tourism Council (WTTC) Officials In connection with the Philippine Hosting of the 21st WTTC Global Summit 08 to 15 January 2022, Metro Manila, Philippines
 Terms of Reference (As of 31 December 2021)

Background

The Philippine Department of Tourism will host the 21st WTTC Global Summit on 14-16 March 2021. The WTTC Global Summit is the most influential Travel & Tourism event in the calendar, and next year, industry leaders will gather with key government representatives to continue aligning efforts to support the sector's recovery and move beyond to a safer, more resilient, inclusive, and sustainable future.

In preparation for the hosting of the WTTC Global Summit, the WTTC Officials will conduct a site visit on November and December to inspect on the summit venue and hotel accommodations, do a run through of the airport experience as well as inspect possible dinner venues.

The site inspection will be participated by the following:

1. WTTC Officials from London and Madrid
2. Department of Tourism-Members of the Philippine National Organizing Committee

- 3. Representatives from hotel establishments
- 4. Representatives from possible sponsors

Legal Basis

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department’s interests in multilateral, international and regional tourism cooperation, agreements and treaties.

Action

In this regard, the Department is in need of a services of a travel and tour operator for the requirements of transportation, site inspection, meals and provision of RT-PCR Tests.

A) Requirements

- 1. Travel and tour operator must be DOT accredited within Metro Manila;
- 2. Must be able to provide the following for the event proper on 08 to 15 January 2022:

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- a. RT-PCR for Six (6) Pax for the WTTC Officials for their Arrival and Departure
- b. Antigen for Twenty (20) outside participants
- c. AM, PM Snacks and Lunch for 30 Pax from 13-15 January 2022
- d. Hosted Dinners for 30 Pax from 08 to 15 January 2022
- e. Two (2) Vehicles for transportation of WTTC and DOT Officials from 08 to 15 January 2022
- f. Tokens for six (6) Pax

D) Approved Budget and Mode of Payment

The Approved Budget for the Contract is Eight Hundred Seven Thousand Seven Hundred Eighty (Php 807,780.00) inclusive of all taxes.

E) Documents to be submitted:

- 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;
- 2. 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;
- 3. PhilGEPS Registration Number;
- 4. Latest Income/Business Tax Return (For Budget above Php 500,000.00);
- 5. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement;
- 6. DOT Accredited Certificate

F) Terms of Payment

Establishment must be amenable to send-bill arrangement.

G) Contact Persons

Ms. Jem Micaiah M. Turla
 Senior Tourism Operations Officer
 Policy Formulation and International Cooperation Division
 jmturla@tourism.gov.ph / ird@tourism.gov.ph

Noted By:

Jaime Victor S. Bayhonan
 OIC-Chief, International Relations Division

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator	Procurement of DOT Accredited Tour Operator for the Conduct of January 2022 Site Visit of the World Travel and Tourism Council (WTTC) Officials In connection with the Philippine Hosting of the 21st WTTC Global Summit	1	Lot	807,780.00

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 04 January 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 31/12/2021

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