



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8602109
Procuring Entity DEPARTMENT OF TOURISM
Title [Land Transportation Services] 21st World Travel and Tourism Council Global Summit Land Transportation Requirements

Area of Delivery

Solicitation Number:	2022-04-036	Status	Active
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:	Transportation and Communications Services	Date Published	13/04/2022
Approved Budget for the Contract:	PHP 965,999.79	Last Updated / Time	13/04/2022 00:00 AM
Delivery Period:		Closing Date / Time	18/04/2022 09:00 AM
Client Agency:			
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Description

21st WORLD TRAVEL AND TOURISM COUNCIL GLOBAL SUMMIT
 LAND TRANSPORTATION REQUIREMENTS
 20-22 April 2022
 Metro Manila, Philippines

TECHNICAL SPECIFICATIONS
 FOR LAND TRANSPORT SERVICES
 As of April 11, 2022

BACKGROUND

The Philippines through the Department of Tourism (DOT) was chosen in 2019 to host the World Travel and Tourism Council's (WTTC) 21st Global Summit, which was initially slated for 2021. Over 800 delegates are expected to attend the WTTC Global Summit, which will be led by key officials from the United Nations World Tourism Organization (UNWTO), tourism ministers from well-known global tourist destinations, and CEOs, Presidents, and Chairpersons of large and well-known travel and tourism enterprises from around the world, including airline companies, hotel and resort property chains, destination management companies, travel and tour companies, global distribution systems, and more.

Global industry executives, invited visitors, presenters, and attendees will explore possibilities, challenges, and

concerns confronting the sector during the course of the three-day WTTC conference. To address concerns and challenges, concrete solutions will be developed, while strategies and action plans will be developed to capitalize on possibilities, and they will eventually be pursued across nations and regions through corporate and public partnership. The summit's discussions are anticipated to help shape global tourism policies and agendas, as well as the future of travel and tourism in specific areas and locations.

The summit also features a global leaders forum, educational plenary sessions, executive meetings, press conferences, bilateral government meetings, and media interviews with prominent leaders, international speakers, media personalities, and celebrities, among other platforms that highlight the cultural and economic value of the global tourism industry. Finally, the summit will include a travel and trade exhibition, networking activities, and pre- and post-conference excursions, all of which are meant to allow the host country to highlight its highlighted attractions.

The WTTC Global Summit in 2022 will be held in a hybrid format, with an expected 650 people attending the sessions in person and 1,000 people participating via a virtual platform from all around the world.

The DOT – Philippine National Organizing Committee is seeking for a transport supplier which can provide executive cars for the WTTC land transport requirements.

DETAILS OF THE EVENT

Date: 20 to 22 April 2022

Host: Philippine Department of Tourism

Main Venue: (to be determined)

Official Hotels: Marriott Hotel, Hilton Manila, Sheraton Manila, and Okura Manila

Estimated Number of Delegates: 650 International Guests; 200 local participants; 1,000 virtual

Main Arrival Dates: 17 April to 19 April 2022

Summit Proper: 20 April to 22 April 2022

Profile of Delegates:

- WTTC Officials
- WTTC Members
- Representatives from the National Tourism Organizations
- Representatives from Other Government Agencies
- Representatives from various International Organizations
- Representatives from the International Travel and Tourism Private Sector

Detailed Vehicular Requirements

LAND TRANSPORT REQUIREMENTS

1 Lot:

12 Chauffeur-Driven Executive Cars

Five Days between 19 April to 23 April 2022; subject to changes

- Engine specs: at least 3.5 liter DOHC V6 gasoline/diesel
- Transmission: at least 6-speed automatic
- Model 2016 or newer
- Onboard Features:
 - Bottle of Waters, juices and softdrinks in cooler
 - Working Air condition
 - Leather upholstery
 - Tinted windows
 - Adjustable seats
 - Captain seats – full leather clad captain seats
- Provision of safety kits, such as spray alcohol and disinfectant wipes
- With appropriate event and committee signage for easy identification (in coordination with DOT/WTTC)
- With insurance
- Maximum passengers per car– 1-2 persons
- Vehicles can be any color
- A close-in government security will be provided by the organizer and a liaison officer

1. SUMMIT DRIVERS

Qualifications of the Drivers

- Fit to work especially on/during overtime
- Must be polite and courteous, drive carefully and cautiously, adhere to road courtesy, prompt in reporting

based on agreed time

- Must be presentable, clean cut (hair)
- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
- Must be/holder of VALID Professional Driver's License
- With trip Ticket available when on/during duty
- Must show proof of complete vaccination and boosters
- English speaking drivers
- Drivers must not solicit tips or any monetary considerations from the guests.

Dress code

- Polo Barong with shirt insider and black pants or the Company Uniform
- Clean black leather/leatherette shoes
- Must wear company ID all throughout the event
- Drivers must wear face mask at all times.

2. OTHER SPECIFIC REQUIREMENTS AND CONDITIONS

The transport operator will report to the DOT particularly the PHOC Transport Committee. The appointed PCO will co-manage with the Transport Committee on the following:

- Dispatch of VVIP vehicles relative to the personal and official agenda of the VIPs
- Smooth pick-up and land transfers (during arrival/departure, official program outside of the RWM)

Transport provider must be open for prior inspection of transport vehicles to be used for approval of the DOT/WTTC. Vehicle details (color, brand, plate number, date of registration) to include respective driver per vehicle must be provided to DOT as well as directory of assigned transport coordinator/dispatcher. Vehicles must be cleaned and disinfected every day.

For operational purposes, vehicle service covers a minimum of 10 hours/day

Overtime rate of Vehicle per hour:

- Executive Cars – PhP 1,000/hour

ELIGIBILITY

Tour Operator must be with a valid DOT Accreditation

If a Tourist Land Transport Operator with a Certificate issued by the LTFRB and also accredited by DOT as a tourist transport

Must have PHILGEPS Platinum Certificate

Personnel must have at least 3 years' experience/expertise in providing tour and land transportation service

The company must be in business operations for at least 3 years

Provide point person/coordinators/dispatchers during the arrival of the delegates, during the event proper, to include the departure of all the delegates

Vehicles and drivers must be available in case of overtime

Cost of RT PCR test is charged to the account of the awarded transport provider

Provide/assign additional drivers if necessary, subject to the same qualifications of the drivers mentioned above

BUDGET FOR THE CONTRACT

Approved Budget for the Contract (ABC) = Php 965,999.79 net (inclusive of applicable taxes)

Payment shall be based on the actual usage of vehicles provided, including cost of the fuel and driver's salaries, among others but shall not exceed the total contract price (with regard to the type of vehicle, total time of usage, and destination of trip)

Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees and parking fees, if applicable

Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay

Send bill to the Department of Tourism.

please go over the TECHNICAL SPECIFICATIONS attached to this Notice for the complete details

Other Information

Eligibility Requirements:

In addition to THE FINANCIAL PROPOSAL (with breakdown), the bid submission shall be attached with the following eligibility documents:

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 (can be submitted prior to award)
5. Valid DOT Accreditation Certificate

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to nplucman@tourism.gov.ph and dot.bac@tourism.gov.ph on or before 18 April 2022 at 09:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

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