



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	7726005
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Services of a DOT - Accredited Tour Operator for the Conduct of Kain Na! Food and Travel Festival: Food Tourism Reboot
Area of Delivery	Pampanga

Solicitation Number:	2021 - 05 - 0045	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	28/05/2021
Approved Budget for the Contract:	PHP 610,715.00	Last Updated / Time	27/05/2021 18:22 PM
Delivery Period:	5 Day/s	Closing Date / Time	31/05/2021 12:00 PM
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 : Tour Operator

II. PROJECT TITLE : KAIN NA! Food and Travel Festival "Food Tourism Reboot"

June 10 to 14, 2021 (ingress, event proper, egress)

June 10 to 13, 2021 (actual event dates)

Ayala Malls MarQueue, Angeles, Pampanga

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of the services of a DOT-accredited local tour operator engaged in the business of providing domestic ground handling services – tourist transport services, accommodations, meals, provision of giveaways, coordination, etc. for the conduct of the hybrid activities of the Kain Na! Food and Travel Festival – "Food Tourism Reboot" at MarQueue Angeles City, Pampanga on June 10-13, 2021.

IV. MINIMUM REQUIREMENTS:

A. Must be accredited by the PDOT

B. Must be willing to provide services on send – bill arrangement

C. Must have experience in handling DOT domestic tour groups within the last 2 years;

D. Provision of group travel insurance for each participant in case of emergency, trip cancellation or emergency trip termination

E. Ground arrangement for tour package (tourist transport services with social distancing considerations, single occupancy accommodations, full board meals and snacks, toll and entrance fees and other related services)

F. Provision of giveaways for DOT guests and partners

G. Provision of tour coordinator to assist guests throughout the travel period

H. Provision of health / first aid medical kit for the participants

I. Provide an extended / longer option dates (without penalties or price increase) and option for re-booking of actual (audit and caravan) tour dates and cancellation (without penalties)

V. SCOPE OF WORK

A. Tourist Transport Services:
 Transport requirements: 3 vans with drivers and 1 coordinator, toll, parking and entrance fees;
 5 days and 4 nights @ 12 hrs. per day / Secretariat and DOT regional office use

Day
 Route
 Remarks
 June 10
 Makati Angeles City, Pampanga
 Event ingress
 June 11-13
 Makati and Angeles City, Pampanga and environs
 Event proper
 June 14
 Angeles City to Makati
 Event egress

B. Accommodations:
 Accommodations on the following dates inclusive of daily breakfast:

Date
 Hotel
 Room Occupancy
 Quantity of Rooms
 June 10-13
 Must be a DOT accredited, at least 2-star hotel or equivalent, in Angeles or Clark, Pampanga
 Single
 7

C. Meals:

Secretariat meals

Date
 Type
 No. of Pax
 Remarks
 June 10-14
 Lunch
 10
 Set lunch with 1 round of drinks and bottled water
 June 10-14
 Dinner
 10
 Set dinner with 1 round of drinks and bottled water
 VIPs, guests and media reps hosted lunch (May 21 opening day; preferably within or near the event venue)

Date
 Type
 No. of Pax
 Remarks
 June 11
 Lunch
 60
 Set lunch with 1 round of drinks and coffee or tea

D. Tokens and on-site supplies and materials

Tokens: specially-curated food and/or food-related items to be approved by DOT Kain Na team

On-site supplies and materials: event-related supplies and materials (e.g., special board paper for certificates of participation, printing needs, IDs with lace for production crew, volunteers and exhibitors)

E. Central Setting
 Food Tourism Reboot-themed central setting featuring exhibitors' products

F. Others:

1. RT-PCR testing for DOT team (7pax) for pre-and-post-event tests
2. Provision of first aid and hygiene kits
3. Parking, entrance, toll and other fees

VI. BUDGET:

Particulars
 Budget (PHP)
 Remarks
 Transport services, accommodations, meals, tokens and on-site supplies and materials, central setting, group travel insurance, parking, toll, entrance, miscellaneous, hygiene kits, and all other fees
 Php 610,715
 All-inclusive and based on approved budget and attached quotation
 GRAND TOTAL
 Php 610,715
 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(S)

Contact Person(s) : MR. STALINGRAD F. SAMSON / MS. ELAINE JOY SERRANO
 Address : Office of Product and Market Development / Office of the Assistant
 Secretary – Product and Market Development
 5F The New DOT Building, 351 Sen. Gil Puyat Avenue
 Brgy. Bel Air, Makati City 1200
 Contact Number: (632) 8459-5200 local 504 / 0905-5181057
 Email Address: dot.opmdeurope@gmail.com
 APPROVED BY:
 RENEE MARIE N. REYES
 Director, Office of Product and Market Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator	Procurement of Services of a DOT - Accredited Tour Operator for the Conduct of Kain Na! Food and Travel Festival: Food Tourism Reboot	1	Lot	610,715.00

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 31 May 2021 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 27/05/2021

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