



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8063570
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Services of a DOT-Accredited Tour Operator for the Conduct of Site Validation of the National Accommodation Standards in the National Capital Region
Area of Delivery	Metro Manila

Solicitation Number:	RFQ No. 2021 - 10 - 0125	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	08/10/2021
Approved Budget for the Contract:	PHP 73,000.00	Last Updated / Time	07/10/2021 12:58 PM
Delivery Period:	2 Day/s	Closing Date / Time	11/10/2021 14:00 PM
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

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION
T E R M S O F R E F E R E N C E

I. Project Title : GROUND HANDLING SERVICE FOR THE SITE VALIDATION OF THE NATIONAL ACCOMMODATION STANDARDS IN THE NATIONAL CAPITAL REGION (NCR).

II. Purpose/Objective

The Office of Tourism Standards and Regulation is in need of the services of a tour operator in the Philippines engaged in the business of ground handling, and/or coordination with different tourism establishments, to conduct site validation of the National Accommodation Standards in Metro Manila.

III. Minimum Requirement for Suppliers

- Must be a DOT-accredited tour operator
- Willing to provide services on a send-bill arrangement, with breakdown of actual expense

IV. Scope of Work

A. Transportation Requirements

- Van Hire
- o 2 Vans for 5 passengers each for 2 days

- o Estimated date: November 24-25, 2021
- Inclusions:
 - o Whole Day Use of Vehicle
 - o Provision of Gasoline
 - o Toll Fees
 - o Parking
 - o Meals of Driver
 - o RT-PCR Test for Drivers before site validation
- Itinerary:
 - o Van 1:
 - TEAM 1 (HOTELS)
 - DAY 1
 - SCHEDULE ACTIVITY Location
 - 6:00 am – 8:30 am Pick up of 3 SDD officers and 1 SMED officer from residence
 - Antipolo, Rizal
 - Marikina
 - Quezon City
 - Malabon City
 - 8:30 am – 9:00 am Briefing DOT Central Office
 - 351 Sen. Gil J. Puyat Ave, Makati,
 - 1200 Metro Manila
 - 9:00 am – 11:30 am Site Validation 1 Pasig City
 - 11:30 am – 1:00 pm Lunch Makati City
 - 1:00 pm – 5:30 pm Site Validation 2 and 3 Manila City
 - 5:30 pm – 6: 30 pm Dinner Manila City
 - TEAM 1 (HOTELS)
 - DAY 1
 - 6: 30 pm - 7:00 pm Debriefing DOT Central Office
 - 351 Sen. Gil J. Puyat Ave, Makati,
 - 1200 Metro Manila
 - 7:00 pm onwards Drop off 3 SDD officers and 1 SMED officer to residence
 - Malabon City
 - Project 6, Quezon City
 - Marikina Heights, Marikina
 - Antipolo, Rizal
 - TEAM 1 (HOTELS) - DAY 2
 - SCHEDULE ACTIVITY Location
 - 6:00 am – 8:30 am Pick up of 3 SDD officers and 1 SMED officer from residence
 - Antipolo, Rizal
 - Marikina Heights, Marikina
 - Project 6, Quezon City
 - Malabon City
 - 8:30 am – 9:00 am Briefing DOT Central Office
 - 351 Sen. Gil J. Puyat Ave, Makati,
 - 1200 Metro Manila
 - 9:00 am – 11:30 am Site Validation 4 Parañaque City
 - 11:30 am – 1:00 pm Lunch Parañaque City
 - 1:00 pm – 3:30 pm Site Validation 5 Parañaque City
 - 3:30 pm – 5:30 pm Site Validation 6 Manila City
 - 5:30 pm – 6: 30 pm Dinner Manila City
 - 6: 30 pm - 7:00 pm Debriefing DOT Central Office
 - 351 Sen. Gil J. Puyat Ave, Makati,
 - 1200 Metro Manila
 - 7:00 pm onwards Drop off 3 SDD officers and 1 SMED officer to residence
 - Malabon City
 - Project 6, Quezon City
 - Marikina Heights, Marikina
 - Antipolo, Rizal
- o Van 2:
 - TEAM 2 (APARTMENT HOTELS)
 - DAY 1
 - SCHEDULE ACTIVITY Location
 - 6:00 am – 8:30 am Pick up of 3 SDD officers and 1 SMED officer from residence
 - Carmona, Cavite
 - Bayanan, Muntinlupa

Bacoor, Cavite
 Ermita, Manila
 8:30 am – 9:00 am Briefing DOT Central Office
 351 Sen. Gil J. Puyat Ave, Makati,
 1200 Metro Manila
 9:00 am – 11:30 am Site Validation 1 Pasay City
 11:30 am – 1:00 pm Lunch Pasay City
 1:00 pm – 5:30 pm Site Validation 2 and 3 Makati City
 5:30 pm – 6: 30 pm Dinner Makati City
 6: 30 pm - 7:00 pm Debriefing DOT Central Office
 351 Sen. Gil J. Puyat Ave, Makati,
 1200 Metro Manila
 7:00 pm onwards Drop off 3 SDD officers
 and 1 SMED officer
 to residence
 Ermita, Manila
 Bacoor, Cavite
 Bayanan, Muntlupa
 Carmona, Cavite
 TEAM 2 (APARTMENT HOTELS)
 TEAM 2 (APARTMENT HOTELS) - DAY 2
 SCHEDULE ACTIVITY Location
 6:00 am – 8:30 am Pick up of 3 SDD officers
 and 1 SMED officer
 from residence
 Carmona, Cavite
 Bayanan, Muntinlupa
 Bacoor, Cavite
 Ermita, Manila
 8:30 am – 9:00 am Briefing DOT Central Office
 351 Sen. Gil J. Puyat Ave, Makati,
 1200 Metro Manila
 9:00 am – 11:30 am Site Validation 4 Makati City
 11:30 am – 1:00 pm Lunch
 1:00 pm – 5:30 pm Site Validation 5 and 6
 5:30 pm – 6: 30 pm Dinner
 6: 30 pm - 7:00 pm Debriefing DOT Central Office
 351 Sen. Gil J. Puyat Ave, Makati,
 1200 Metro Manila
 7:00 pm onwards Drop off 3 SDD officers
 and 1 SMED officer
 to residence
 Ermita, Manila
 Bacoor, Cavite
 Bayanan, Muntlupa
 Carmona, Cavite
 B. Meal Requirements
 • Meals Per Day
 Date Meals Pax*
 Day 1 Lunch Ten (10)
 Dinner Ten (10)
 Day 2 Lunch Ten (10)
 Dinner Ten (10)
 *Inclusive of meals for drivers
 C. APPROVED BUDGET FOR THE CONTRACT
 SEVENTY-THREE THOUSAND PESOS ONLY
 (₱ 73, 000.00)
 D. PROJECT OFFICER/CONTACT PERSON
 Mr. JC JAN O. CUETO/Ms. JENNIFER B. RUCIO
 Standards Development Division, Office of Tourism Standards and Regulation
 Trunk Line: (02) 459-5200 to 30 Local 204
 Mobile: 09054734304 (Mr. Cueto) / 09955108130 (Ms. Rucio)
 Email: sdd@tourism.gov.ph
 NOTE: The winning bid however, 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.
 Approved by:
 VIRGILIO M. MAGUIGAD, EnP
 Director
 Office of Tourism Standards and Regulation

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator	Procurement of Services of a DOT-	1	Lot	73,000.00

		Accredited Tour Operator for the Conduct of Site Validation of the National Accommodation Standards in the National Capital Region			
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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 11 October 2021 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 07/10/2021

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