



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8035253
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 "Traveling Flavors"

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 09 - 0113	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	29/09/2021
Approved Budget for the Contract:	PHP 633,200.00	Last Updated / Time	28/09/2021 09:34 AM
Delivery Period:	5 Day/s	Closing Date / Time	04/10/2021 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

TECHNICAL SPECIFICATIONS

I. BIDDER : Tour Operator

II. PROJECT TITLE : KAIN NA! Food and Travel Festival "Traveling Flavors"

October 28 to November 1, 2021 (ingress, event proper, egress)

October 28 to 31, 2021 (actual event dates)

Ayala Malls Serin, Tagaytay

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 – "Traveling Flavors" at Ayala Malls Serin, Tagaytay.

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
 October 28
 Makati to Tagaytay
 Event ingress
 October 28-31
 Makati and Tagaytay, and environs
 Event proper
 November 1
 Tagaytay to Makati
 Event egress

B. Accommodations:
 Accommodations on the following dates inclusive of daily breakfast:
 Date
 Hotel
 Room Occupancy
 Quantity of Rooms
 October 28-November 1
 Must be a DOT accredited, operating for business / leisure only, less than 2km from venue, at least 3-star hotel or equivalent, in Tagaytay
 Single
 7

C. Meals:
 Secretariat meals
 Date
 Type
 No. of Pax
 Remarks
 October 28 – November 1
 Lunch
 10
 Set lunch with 1 round of drinks and bottled water
 October 28 – November 1
 Dinner
 10
 Set dinner with 1 round of drinks and bottled water
 VIPs, guests and media reps hosted lunch (September 24) opening day; preferably within or near the event venue)

Date
 Type
 No. of Pax
 Remarks
 October 28
 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 633,200
 All-inclusive and based on approved budget and attached quotation
 GRAND TOTAL
 Php 633,200

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. MIKHAELA DELA PAZ

Office of Product and Market Development

Address: 5F DOT Building, 351 Sen. Gil Puyat Avenue, Brgy. Bel Air, Makati City 1200

Contact Number: (632) 8459-5200 local 504 / 09055181057 / 09159480260

Email Address: dot.opmdeurope@gmail.com / mldelapaz@tourism.gov.ph

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 "Traveling Flavors"	1	Lot	633,200.00

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 October 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 28/09/2021

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