



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7882764
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of DOT - Accredited Tour Operator for the Conduct of DOT Participation to the 7th Regional Travel Fair (RTF) - Hybrid Edition
Area of Delivery Leyte

Solicitation Number: 2021 - 07 - 0079	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	30/07/2021
Approved Budget for the Contract: PHP 172,136.00	Last Updated / Time	29/07/2021 16:08 PM
Delivery Period: 4 Day/s	Closing Date / Time	02/08/2021 10:00 AM
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 : Service Provider/Tour Operator
- II. PROJECT TITLE : DOT PARTICIPATION TO THE 7th REGIONAL TRAVEL FAIR (RTF)-HYBRID EDITION
Eastern Visayas (Tacloban)
- III. PROJECT DATE : August 5 to 8, 2021
- IV. MINIMUM REQUIREMENTS
 - a. Must be accredited by the DOT
 - b. Must be willing to provide services on send-bill arrangement
- V. SCOPE OF WORK AND DELIVERABLES
 - a. One key coordinator from the winning establishment to physically supervise all the ground arrangement and requirements of the whole DOT Delegation and Participation from point of origin (NCR and Cebu) and activity venue, (Tacloban) starting before, actual & after the event; provision of RT air ticket, meals, accommodation and RT-PCR; service fee
 - b. Round Trip air tickets of the DOT delegation (NCR-Tacloban-NCR, and Cebu-Tacloban-Cebu);
 - c. Provision for single room accommodation per delegate (including full board meals and snacks of the resource persons/hilot samplers during the fair in Tacloban);
 - d. COVID-19/Variants RT-PCR Tests (2 testing/per pax) for invited resource person from the CHWC stakeholders (3-Cebu Resource persons and Hilot Samplers, 1-

DOT-Reg. VII project officer, and 1 local driver in Tacloban, provided they were not yet fully vaccinated. Test results must be available within 24 hours before departure from and back to point of origin;

e. Van Rental within Tacloban and during the event (inclusive of local professional driver, driver's standard fees including OT, driver must be familiar with the routes within Tacloban, applicable toll and parking fees) for the DOT Delegation

f. Honorarium to the professional pilot therapists (2 pax/day x 4 days)

g. Provision of Health and Safety Kits giveaways for the DOT Delegation including the local driver (7 pax);

All details of the above are identified in the following table:

Item Details Date/Schedule No. of pax

1. RT Air tickets

(via PAL; 20 kgs

luggage

allowance)

Manila-Tacloban August 5, 2021

(morning flight)

2 pax

Tacloban-Manila August 8, 2021;

(afternoon flight)

Cebu-Tacloban- August 5, 2021

(morning flight)

4 pax

Tacloban - Cebu August 8, 2021;

(afternoon flight)

2. RT-PCR Test

(Clinics

accredited by

DOH)

NCR (including pick & drop

transfer to and from the DOH

accredited clinic/TPB referred

facility; 2 testing/pax

Aug. 3, 2021

2 pax

Cebu (2 testing/per pax) 4 pax

Tacloban (1 testing) 1 pax

3. Accommodation

(w/ breakfast;

DOT-Accredited

facility; at least 3

star hotel)

Tacloban; 2 single rooms;

late check-out on Aug. 8

Aug. 5-7, 2021 2 pax

4. Transportation

Service (DOT

Accredited)

1 unit of van; daily transfer for

the DOT delegation within

Tacloban

Aug. 5-8, 2021;

10-15 hours per

day (rental

period)

10-12 pax capacity;

1 seat apart of

passengers in

compliance to

Covid-19/ variants

protocol

5. Meals (DOTaccredited

facility)

Lunch Aug. 5-8, 2021 2 pax

Dinner Aug. 5-7, 2021 2 pax

Bottled Water at the venue Aug. 5-8, 2021 7 pax

6. Health and

Safety Kit

giveaways and

Pre-paid load

cards

7 kit pouches; Per pouch

includes alcohol 75ml, hand

sanitizer good for 4 days,

facial tissue good for 4 days;

face masks (7 boxes with minimum of 20 pcs/box); face shield (7 pcs/day x 4 days)
 Aug. 5-8, 2021
 Pre-paid load (P300.00/card x 2 cards)

VI. BUDGET

Total budget: Php172,136.00

The winning bidder shall be determined based on the proposal with the most financial advantageous financial package cost, provided that the amount of bid does exceed the above total budget.

Contact Person:

Regielyn C. Dayag

Product Planning and Development Division-Health and Wellness Tourism;

Office of Product and Market Development (OPMD)

Mobile Number: 0906-225-7537

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Approved by:

RENEE MARIE N. REYES

Director

Office of Product and Market Development

Date: 16 July 2021

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 DOT Participation to the 7th Regional Travel Fair (RTF) - Hybrid Edition	1	Lot	172,136.00

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: Kindly submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 02 August 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 29/07/2021

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