



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8298412
Procuring Entity DEPARTMENT OF TOURISM
Title 2021 Year-End Assessment and Strategic Planning Workshop in Manila and Clark
Area of Delivery

Solicitation Number:	2021-12-0124	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	14/12/2021
Approved Budget for the Contract:	PHP 909,636.00	Last Updated / Time	13/12/2021 20:38 PM
Delivery Period:	6 Day/s	Closing Date / Time	17/12/2021 09:00 AM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TERMS OF REFERENCE

I. BIDDER : Tour Operator

II. PROJECT TITLE : 2021 Year-End Assessment and Strategic Planning Workshop in Manila and Clark

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services in connection with the 2021 Year-End Assessment and Strategic Planning Workshop in December 19-22, 2021 in Manila and Clark, Pampanga.

IV. MINIMUM REQUIREMENTS:

A. Must be accredited by the PDOT

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

C. Ground arrangement for tour package (inclusive of environmental fees, transfers with luggage provisions, tours, and full board meals)

D. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations

V. SCOPE OF WORK

A. Accommodation

Accommodations on the following dates and destinations inclusive of daily breakfast:

Check-in Check-out Location Hotel Room

Type Quantity of
Rooms

December 22, 2021 December 23, 2021 Makati 4-5 Star Accommodation within Makati Single- Occupancy 12 (For the Tourism Attaches)

B. Meals

Date Meal Type Number of

pax Remarks

December 19, 2021 Lunch 24 Lunch at Binondo or Intramuros

December 19, 2021 Dinner 24 Dinner at Bayleaf Hotel or Palacio de Memoria

*Food and dietary requirements to follow

C. Transportation

Date Type Location Remarks

Dec 18-22, 2021 1 Van Manila, Makati and Clark for secretariat from Dec 18-22, inclusive of driver's fee, meals, accommodation, antigen test, toll and parking fees

Dec 19-22, 2021 2 Buses Manila, Makati and Clark for DOT participants from Dec 19-22, inclusive of driver's fee, meals, accommodation, antigen test, toll and parking fees, Makati City permit

Dec 19-22, 2021 2 coasters Manila, Makati and Clark for DOT attaches for Manila tour on Dec 19, and Clark from Dec 19-22; inclusive of driver's fee, meals, accommodation, antigen test, toll and parking fees, Makati City permit

D. Tour

- Provision of English Speaking Guide and Manila City Tour on December 19, 2021

Suggested places: National Museum of Natural History, Intramuros, Binondo Food Tour, and Palacio de Memoria

E. RT-PCR and Covid kits

- Provision of RT-PCR Tests for 60 pax

- Provision of hygiene kits for 24 pax for the Manila Tour (Face masks, alcohol, and sanitary wipes)

*Proposal will be subject to changes based on the DOT's advise

VI. BUDGET

TOTAL BUDGET: PHP 909,636

Cost proposal must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Project expenses to be charged to the 2021 OPMD GAA.

VII. CONTACT PERSON

Contact Person : JAMILLE FRANCINE A. CONCEL

Address : Office of Product and Market Development 5F The New DOT Building

351 Sen Gil Puyat Avenue Brgy. Bel Air, 1200 Makati City

Contact Number: 459-5200 local 502

Email Address : jaconcel@tourism.gov.ph

Noted by:

Chief, Market Development Division

Other Information

Other information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual)
2. PhilGEPs' Registration Number or Cert of Platinum Membership in lieu of Mayor's Permit and PhilGEPs' registration number.
3. Latest annual Income Tax Return (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 13/12/2021

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