



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8186923
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of a Services of a Travel and Tour Operator for the November 2021 Site Visit of the World Travel and Tourism Council (WTTC) Officials In connection with the Philippine Hosting of the 21st

Area of Delivery

Solicitation Number:	2011-11-0170	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	13/11/2021
Approved Budget for the Contract:	PHP 807,780.00	Last Updated / Time	12/11/2021 15:16 PM
Delivery Period:		Closing Date / Time	16/11/2021 10:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

Procurement of a Services of a Travel and Tour Operator for the November 2021 Site Visit of the World Travel and Tourism Council (WTTC) Officials In connection with the Philippine Hosting of the 21st WTTC Global Summit 21-26 November 2021, Metro Manila, Philippines

Terms of Reference (As of 10 November 2021)

Background

The Philippine Department of Tourism will host the 21st WTTC Global Summit on 14-16 March 2021. The WTTC Global Summit is the most influential Travel & Tourism event in the calendar, and next year, industry leaders will gather with key government representatives to continue aligning efforts to support the sector's recovery and move beyond to a safer, more resilient, inclusive, and sustainable future.

In preparation for the hosting of the WTTC Global Summit, the WTTC Officials will conduct a site visit on November and December to inspect on the summit venue and hotel accommodations, do a run through of the airport experience as well as inspect possible dinner venues.

The site inspection will be participated by the following:
WTTC Officials from London and Madrid
Department of Tourism-Members of the Philippine National Organizing Committee
Representatives from hotel establishments
Representatives from possible sponsors

Legal Basis

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties.

Action

In this regard, the Department is in need of a services of a travel and tour operator for the requirements of transportation, site inspection, meals and provision of RT-PCR Tests.

A) Requirements

Travel and tour operator must be DOT accredited;

Must be able to provide the following for the event proper on 21 to 26 November 2021:

RT-PCR Tests good for 48 pax
AM, PM Snacks and Lunch for 30 Pax from 25-26 November 2021
Hosted Dinners for 30 Pax from 21-26 November 2021
Two (2) Vehicles for transportation of WTTC and DOT Officials from 21 to 26 November 2021
Tokens for four (4) Pax
Payment for the NAIA Terminal Passes

D) Approved Budget and Mode of Payment

The Approved Budget for the Contract is Eight Hundred Seven Thousand Seven Hundred Eighty (Php 807,780.00) inclusive of all taxes.

E) Documents to be submitted:

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;
PhilGEPS Registration Number;
Latest Income/Business Tax Return (For Budget above PhP 500,000.00);
Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement;
DOT Accredited Certificate

F) Terms of Payment

Establishment must be amenable to send-bill arrangement.

G) Contact Persons

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Senior Tourism Operations Officer
Policy Formulation and International Cooperation Division
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Noted By:

WARNER M. ANDRADA
OIC-Director

Office of Tourism Development Planning,
Research and Information Management

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator/Service Provider	Travel and Tour Operator for the Site Visit of WTTC Officials	1	Lot	807,780.00

Other Information

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.

In addition to the FINANCIAL PROPOSAL/BID, the following are the 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.

*Please indicate breakdown in presenting your financial bid; stating the amount in words and in figures. In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.

Created by Norjannah P Lucman

Date Created 12/11/2021

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