



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5469825
Procuring Entity DEPARTMENT OF TOURISM
Title Hotel Accommodation, Meals and Transportation July 15-20, 2018
Area of Delivery

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | 2018-07-0169 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 1 |
| Classification: | Goods | | |
| Category: | Travel, Food, Lodging and Entertainment Services | Bid Supplements | 0 |
| Approved Budget for the Contract: | PHP 445,000.00 | | |
| Delivery Period: | | Document Request List | 0 |
| Client Agency: | | | |
| Contact Person: TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_roman@ yahoo.com.ph | | Date Published | 06/07/2018 |
| | | Last Updated / Time | 06/07/2018 00:00 AM |
| | | Closing Date / Time | 09/07/2018 10:00 AM |
| | | | |

Description

TERMS OF REFERENCE
PHILIPPINES-THAILAND BILATERAL TOURISM COOPERATION
ACADEMIC EXCHANGE PROGRAM
16-20 July 2018 | Manila, Philippines

Background

The Tourism Cooperation Program is in fulfillment of the Implementing Program of Tourism Cooperation 2017-2022 signed on 21 May 2017 between the PDOT and the Ministry of Tourism and Sports, Thailand. This implementing program is pursuant to the Agreement on Cooperation on Tourism between the Government of the Republic of the Philippines and the Government of the Kingdom of Thailand signed on 24 March 1993. Under the said implementing program, provisions on the activities for implementation involves Human Resource Development and Training, to which this Academic Exchange Program is anchored.

Requirement: DOT ACCREDITED TRAVEL AND TOUR OPERATOR

The said DOT Accredited Travel and Tour Operator located within Metro Manila shall provide the following requirements in connection with the conduct of the Philippines-Thailand Bilateral Tourism Cooperation - Academic Exchange Program on 16-20 July 2018:

1. ACCOMMODATION

- Hotel Category - 5 Star Hotel / Apartment Hotel

- Location - Makati Central Business District / Manila Bay Area
- Others - DOT Accreditation
- Breakdown of room requirement, as follows:

Inclusive Dates Details

15-20 July 2018

(5 nights) • two (2) twin sharing rooms

- at least deluxe category
- inclusive of breakfast
- complimentary internet access

16-20 July 2018

(4 nights) • four (4) twin sharing rooms

two (2) single rooms

- at least deluxe category
- inclusive of breakfast
- complimentary internet access

2. MEALS

- Must be able to propose possible venues and meal selections for approval of the end-user.
- Must be able to provide DOT physical and technical requirements during themed dinners.
- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.), when necessary.
- Must be able to provide uniformed and well-trained banquet service personnel during banquets, when necessary.
- Must waive corkage fee for items which will be sourced from DOT and from event sponsor/s, when necessary.
- Breakdown of meal requirements, as follows:

Dates Details

15 July 2018 • Dinner - Secretariat Meal (good for 4 pax)

16 July 2018 • Lunch - Secretariat Meal (good for 4 pax)

- Welcome Dinner (good for 20 pax)

- preferably a casual dining restaurant offering Filipino cuisine, with live music performance. Within Makati CBD area / with proximity to hotel accommodation.

17 July 2018 • AM Snacks / Lunch (good for 40 pax)

- forum at DOT Multipurpose Hall, with light snack and luncheon catering. Luncheon must have salad, fish viand, and desserts. (preferably acquiring services of DOT consigned caterer)

- PM Snacks (good for 15 pax)

- must be served during the proposed Old Manila Tour (technical tour)

- Dinner (good for 15 pax)

- preferably a casual dining restaurant offering Filipino cuisine, with live cultural performance and experience.

18 July 2018 • Lunch (good for 15 pax)

- luncheon catering at a tourism school/ educational institution TBA.

- PM Snacks (good for 15 pax)

- light snacks to be served integrated to the proposed museum tours (technical tour)

- Dinner (good)

19 July 2018 • Lunch (good for 20 pax)

- luncheon catering must be served at proposed venue (PICC)

- Dinner - Secretariat Meal (good for 4 pax only, participants shall be on personal account and free time)

20 July 2018 Departures (n/a)

3. TRANSPORTATION AND TOURS

- DOT Accredited Tourist Transport
- Inclusive of fuel, parking fees and toll fees (when applicable), well-groomed driver, meals of the driver
- Tour Guide must be DOT Accredited / National Tour Guide (preferably Mabuhay Guides)
- Vehicles must be inspected by the end-user
- Schedule of requirements for transportation and tours are as follows:

Dates Secretariat Van Tourist Coaster / Mini Bus Tour Guide

15 July 2018 ✓

preparatory service

16 July 2018 ✓

assistance in arrivals ✓

airport service / transfers

17 July 2018 ✓

city tour / transfers ✓

Intramuros / Binondo Tour

18 July 2018 ✓

city tour / transfers ✓

Museum Tour

19 July 2018 ✓

city tour / transfers ✓

PICC / CCP Complex Tour

20 July 2018 ✓

airport service / transfers

21 July 2018 ✓

post-event service

4. COLLATERAL MATERIALS

- Program Banner - 2 ft. by 8 ft. (layout to be provided by end user)
- Program Standee - 2 ft. by 5 ft. with stand (layout to be provided by end user)
- 20 pieces ID holder and lanyard for participants and organizers
- 10 pieces - Certificates with framing and good quality packaging.
- 10 sets - Tokens (native Filipino craft/design and "pasalubong")

TOTAL BUDGET: PHP 445,000.00 (Inclusive of Tax)

Note: The winning bidder is requested to designate a tour coordinator who will be responsible for the arrangements and settlement of expenses to be incurred during the said event.

Attached is the provisional programme/itinerary for reference.

Other requirements: Show breakdown of quotation

Payment: Government Procedure

Contact Person:

Jaime Victor S. Bayhonon (Mr.)

Tel. No. (632) 459-5200 to 30 local 514 or 506

Fax No. (632) 890-0544

Email: jv.bayhonon@gmail.com, pdot.pfcd@gmail.com

Other Information

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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) or Official Receipt as a Proof of Payment for the Renewal of Business Permit
2. PHILGEPS' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid DOT Accreditation certificate

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to
Ms. Teresita A. Romanes at the Department of Tourism
#351 Sen. Gil Puyat Avenue, Makati City
Telephone Nos. 459-5200/30 loc. 425

Created by TERESITA ANDRIN ROMANES

Date Created 05/07/2018

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.