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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5915619
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Ground Arrangement for Product Audit and Social Dev't. Activity (January 7-9, 2018)

Area of Delivery

Solicitation Number:	2018-12-0416	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	15/12/2018
Approved Budget for the Contract:	PHP 289,048.60	Last Updated / Time	14/12/2018 13:29 PM
Delivery Period:		Closing Date / Time	18/12/2018 14:00 PM
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 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. BIDDER : Tour Operator

II. PROJECT TITLE : Product Audit and Social Development Activity

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 accommodation, tours, and ground handling services.

IV. MINIMUM REQUIREMENTS:

- Must be accredited by the PDOT
- Must be willing to provide services on send – bill arrangement
- Has actual experience in handling special interest and travel trade groups

V. SCOPE AND WORK DELIVERABLES:

MINIMUM REQUIREMENTS

- Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
- Ground arrangement for tour package (inclusive of round trip domestic airfare, terminal fees, roundtrip airport transfers with luggage provisions, service of guides, tours, single/twin sharing accommodation, and full board meals)
- Provision of participant's guidebook
- Provision of first aid medical kit for the participants
- Provision of tour coordinator to monitor the guests and assist in the implementation of the project

a. Accommodation Requirements: Must be DOT Accredited

- Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 3-4 star properties in Clark, Pampanga on the following dates for:

Room Requirements Check in Check out

- (3) Single rooms
 - (6) Twin rooms January 7, 2019
- January 7, 2019 January 9, 2019
January 9, 2019

b. Transportation Service Requirements: Must be DOT Accredited, air-conditioned vehicle, seating capacity for the following: Coaster: 22 seats, Van: 10 seats

Transfer in the following destinations including toll fees, driver, gasoline, meals and accommodation of driver:

Particulars Unit Date Destination

Manila to Clark

Clark to Manila 1 Coaster

1 Coaster January 7, 2019

January 9, 2019

January 7 to 9, 2019 • RT Transfers from Manila to Clark

• Transfers for Tour in Clark, Subic and Pampanga

Clark, Subic and Pampanga Tour 1 Van January 8, 2019 • RT Transfers for Puning Hot Spring inspection

• Transfer for the Ocular Inspection of the selected properties

c. Guided Tours and Other Requirements: Must be DOT Accredited

- to include guide fee's in Subic, Clark and Pampanga, T-shirts (20 pcs), giveaway or tour kit should include hand sanitizer, insect repellent; and sustainable product like permanent water bottle container and straw ID lace, etc.

January 7 January 8 January 9

Pampanga Tour + Team Building Activity Venue

Heritage Tour in Angeles City and Clark Pampanga Product Audit

Puning Hot Spring with Lunch, Clark Museum, and other tourist attractions Pampanga Product Audit

Subic, Nayong Pilipino, Zoobic Safari, Ocean Adventure, and other tourist attractions

d. Meal Requirements:

-must comply with the dietary requirements (TBA)

January 7 January 8 January 9

Packed breakfast – 15 pax

Lunch – 17 pax

Dinner – 17 pax Dinner – 17 Pax Lunch – 17 pax

Dinner – 17 pax

VI. BUDGET

Particulars Budget (PHP)

Accommodation PHP 71,775.00

Meals and Tours PHP 149,269.60

Transportation PHP 68,004.00

GRAND TOTAL PHP 289,048.60

VII. PAYMENT REQUIREMENTS:

- Submission of the following documents upon completion of the project for facilitation of payment:

a. Original hotel manifest

b. Original trip tickets of land transfers (coaster, bus, or van)

c. Detailed report of the project with photo documentation

d. Photocopy of Tour Guide IDs; and DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

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.

VII. CONTACT PERSON

Contact Person : MR. ERNIE TESTON / MS. CARLA ZALDIVIA

Address : Office of the Undersecretary for Tourism 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 : ernie_teston@yahoo.com or bfzaldivia@tourism.gov.ph

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 or Bus. Tax Return (For ABC's above Php500K)
 4. Original or certified true copy of duly notarized Omnibus Sworn Statement
 5. DOT Accreditation certificate (valid)

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

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 14/12/2018

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