



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5722714
Procuring Entity DEPARTMENT OF TOURISM
Title ASEAN Plus Three Workshop on Environment Management Standards-08-11 November 2018
Area of Delivery

Solicitation Number:	2018-10-0312	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
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	17/10/2018
Approved Budget for the Contract:	PHP 996,500.00	Last Updated / Time	17/10/2018 00:00 AM
Delivery Period:		Closing Date / Time	22/10/2018 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
 For a Travel and Tour Operators
 ASEAN Plus Three Workshop on Environment Management Standards
 08-11 November 2018 | Manila, Philippines

I. Background

The Philippines as chair of ASEAN Sustainable and Inclusive Tourism Development Committee (ASITDC) will promote sustainable tourism and people-to-people connectivity through the implementation of the ASEAN Tourism Strategic Plan with the cooperation of the Plus Three Countries on Strengthening Tourism Cooperation and developing quality, responsible, sustainable, accessible, inclusive and balanced tourism.

The workshop is a venue for convening the National Tourism Organizations (NTOs) and Environment and Natural Resources experts from the ASEAN Member States (AMS) to update, share best practices, and learning of Environment Management and serve as an initial undertaking to develop the standards for consideration of the Plus Three Countries as well as its tourism industry.

The Department of Tourism is in need of a DOT Accredited Travel and Tour Operator located within Metro Manila that shall provide the following requirements in 08-11 November 2018.

1. Transportation

- a. 08 November 2018-Airport Transfer and Service Vehicle
- Three (3) units of Van
 - Inclusive of meals of the driver
 - Inclusive of Fuel and other expenses such as toll and parking lot fees

- b. 09 November 2018 – Secretariat Vehicle
 -One (1) unit of Van
 -Inclusive of meals of the driver
 -Inclusive of Fuel and other expenses such as toll and parking lot fees

- c. 11 November 2018 - Airport Transfer and Service Vehicle
 -Three (3) units of Van
 -Inclusive of meals of the driver
 -Inclusive of Fuel and other expenses such as toll and parking lot fees

Tourist transport service must be DOT-accredited
 Subtotal for Transportation: Php 56,000.00

2. Technical Visit to Puning

- a. DATE: 10 November 2018
 b. No. of Pax: 32 pax
 c. Meals: AM and PM Snacks, Lunch and Dinner
 d. Transportation: One (1) unit of Bus
 (Inclusive of Driver fee & Meals, Toll and Parking lot fees and all applicable charges)
 e: Tour Guide: One (1) accredited tour guide
 f: Entrance Fees: Sand Spas, 4 x 4 ride, hotsprings
 g: Travel Insurance: 32 pax

Subtotal for Punit Technical Visit: Php 176,000.00

3. Conference and Secretariat Requirements

- a. Meeting Venue
 • DATE: 09 November 2018
 • NO.OF PAX: 100 pax
 • MEALS: AM & PM Snacks, Buffet Lunch w/ one round of drink, and Coffee & Tea
 • SET-UP: Round Table with Provision for stage
 • BUDGET: Php 185,000.00

- b. Secretariat Room
 • DATE: 08-10 November 2018

SUBTOTAL FOR CONFERENCE REQUIREMENTS: PHP 185,000.00

4. Accommodation

a. ASEAN Plus Three Member Sates National Tourism Organizations & ASEAN Secretariat

- NO. OF ROOMS: Thirteen (13) rooms
- CHECK IN: 08 November 2018
- CHECK OUT: 11 November 2018
- OCCUPANCY: Single/Twin
- BUDGET: Php 214,500.00

b. DOT Regional Offices

- NO. OF ROOMS: Eight (8) rooms
- CHECK IN: 08 November 2018
- CHECK OUT: 10 November 2018
- OCCUPANCY: Twin
- BUDGET: Php 88,000.00

c. DOT Secretariat

- NO. OF ROOMS: Four (4) rooms
- CHECK IN: 08 November 2018
- CHECK OUT: 11 November 2018
- OCCUPANCY: Twin
- BUDGET: Php 66,000.00

d. Facilitator/Moderator

- NO. OF ROOMS: One (1) rooms
- CHECK IN: 08 November 2018
- CHECK OUT: 10 November 2018
- OCCUPANCY: Single/Twin
- BUDGET: Php 11,000.00

e. Inclusions for all rooms

- Breakfast
- Wifi Connection

SUBTOTAL FOR ACCOMMODATION: PHP 379,500.00

5. Dinner Receptions

- a. Preparatory Meeting

- DATE: 08 November 2018
- NO.OF PAX: 50 pax
- MEAL: Buffet meal with one round of drink
- SET-UP: Round Table
- VENUE: Function Room
- BUDGET: Php 90,000.00

b. Welcome Dinner

- DATE: 09 November 2018
- NO.OF PAX: 50 pax
- MEAL: Heavy Cocktails and Drinks
- VENUE: Top Floor Function Room of the Hotel
- ENTERTAINMENT: Live Music Band
- BUDGET: Php 110,000.00

SUBTOTAL FOR MEALS: PHP 200,000.00

REQUIREMENTS:

- DOT Accredited 5-star hotel located within the City of Manila, Bay Area.
- Accommodation and Conference venue must be in the same hotel.

BREAKDOWN OF BUDGETS:

TRANSPORTATION: PHP 56,000.00
 TECHNICAL VISIT: PHP 176,000.00
 CONFERENCE REQUIREMENTS: PHP 185,000.00
 ACCOMMODATION: PHP 379,500.00
 RECEPTIONS: PHP 200,000.00
 TOTAL BUDGET: PHP 996,500.00 INCLUSIVE OF TAXES

Payment: Government Procedure

Contact Person: Kim Benedict B. Vito (Mr.)
 Policy Formulation and International Cooperation Division
 459-5200 to 30 local 514
 pdot.pficd@gmail.com, kimvito19@gmail.com

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 and Business 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 16/10/2018

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