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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6470223
Procuring Entity DEPARTMENT OF TOURISM
Title ASEAN TOURISM COMMITTEE MEETINGS - Boracay Island 06-12 October 2019
Area of Delivery

Solicitation Number:	2019-09-0218	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 1,000,000.00	Date Published	17/09/2019
Delivery Period:		Last Updated / Time	16/09/2019 10:40 AM
Client Agency:		Closing Date / Time	20/09/2019 14:00 PM
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

ASEAN TOURISM COMMITTEE MEETINGS
06-12 October 2019, Boracay Island, Philippines

Terms of Reference

Requirement: Travel and Tour Operator

I. Background:

The Association of Southeast Asian Nations (ASEAN) is an intergovernmental organization aimed primarily at promoting economic growth and regional stability among its members.

The ASEAN National Tourism Organizations (NTOs) aims to develop, coordinate and implement work programs/plans to enhance cooperation in tourism, provide a mechanism to promote participation from the private or business sector and non-government organizations, and establish working groups to assist in the development and implementation of the policies and work programs/plans.

The overall implementation of the ASEAN Tourism Strategic Plan (ATSP) following the implementation guidelines and timelines will be the responsibility of the following committees:

1. ASEAN Tourism Competitiveness Committee (ATCC);
2. ASEAN Sustainable and Inclusive Tourism Development Committee (ASITDC),
3. ASEAN Tourism Resourcing and Monitoring Evaluation Committee (ATRMEC);
4. ASEAN Tourism Professional Monitoring Committee (ATPMC).

The committees will be responsible for implementing the programs and activities based on the action guidelines provided in the ATSP, establishing the sub-committees to implement the activities, arranging, resourcing and establishing the monitoring and evaluation system through the ATRMEC, supervising the implementation of the activities by the sub-committees, and presenting the results to the NTOs Secretariat and Ministers.

The ASEAN Tourism Committee Meetings are held twice a year and hosted by the ASEAN NTOs to implement the two-year work plan of the ATSP rotationally and alphabetically among the ASEAN Member States.

In line with this, the DOT is in need of a DOT accredited Travel and Tour Operator that will execute the requirements needed for the hosting of the ASEAN Tourism Committee Meetings.

I. Items and Services

A. Meals

- Provision of meals during the period of 05-13 October 2019 for the ASEAN NTOs, ASEAN Secretariat, DOT Officials, Representatives from Various Organizations, DOT Regional Office and DOT Secretariat
- Breakdown of meal requirements as follows:

5 Oct (Sat) 6 Oct (Sun) 7 Oct (Mon) 8 Oct (Tue) 9 Oct (Wed) 10 Oct (Thu) 11 Oct (Fri) 12 Oct (Sat)

Lunch 10 pax

packed lunch 10 pax

packed lunch n/a n/a n/a n/a n/a 15 pax

Dinner 10 pax

restaurant w/i the vicinity of the hotel venue 10 pax

dinner at the hotel restaurant 70 pax

Welcome Dinner

10 pax

dinner at the hotel restaurant 70 pax

dinner at the restaurant 70 pax

dinner 15 pax

restaurant w/i the vicinity of the hotel venue 15 pax

dinner at the hotel restaurant

B. Transportation

- Port Transfers for 70 pax
- Delegate vehicle (5 units for 5 days)
- Secretariat Vehicle

Note:

- Shuttle service for ASEAN Secretariat and NTOs, DOT Officials, Regional Office and DOT Secretariat and staff
- Must be inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges

C. Tours

- Water-Sport Activities (Parasailing and Banana Boat) (70 pax)
- Sunset Cruise (2hours)
- Sunset Cruise Meals-cocktails (70 pax)
- Technical Tour (70 pax) inclusive of the following requirements:
 - T-Shirt (Dry-fit) printed with "Maging Responsableng Manlalakbay"
 - Rash Guard printed with "Maging Responsableng Manlalakbay"
 - Travelling Bag with printed DOT branding
 - Bamboo Sun Glasses
 - Snack bar, candies and water tumblers
 - Face towels
 - Sunblock
- Tourist transport must be inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges

D. Site Validation/ Ocular Inspection

- Room Accommodation (2 rooms x 1 night)
- Port Transfer (3 pax)
- Secretariat Vehicle (1unit x 1 day)
- Lunch and Dinner for 5 pax
- Must be inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges

E. Total Amount for the Project: PHP 1,000,000.00

F. Other Requirements: Must be a DOT Accredited Travel and Tour Operator

G. Payment: Government Procedure

H. Contact Details

Kim Benedict B. Vito

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

Fax No. (632) 890-0544

Email: kbvito@tourism.gov.ph | ird@tourism.gov.ph

Jem Micaiah M. Turla (Ms.)

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

Fax No. (632) 890-0544

Email: jmturla@tourism.gov.ph | ird@tourism.gov.ph

PREPARED BY:

JEM MICAIAH M. TURLA
Senior Tourism Operations Officer
Policy Formulation and International Cooperation

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 16/09/2019

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