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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5310199
Procuring Entity DEPARTMENT OF TOURISM
Title 8th ASIA Cruise Cooperation (ACC) Working Group Meeting and Familiarization Tour May 13-17

Area of Delivery

Solicitation Number:	2018-04-0140	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 993,215.78		
Delivery Period:			
Client Agency:		Date Published	24/04/2018
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_romanesh@yahoo.com.ph	Last Updated / Time	24/04/2018 00:00 AM
		Closing Date / Time	27/04/2018 10:00 AM

Description

TERMS OF REFERENCE

I. PROJECT TITLE: 8TH ASIA CRUISE COOPERATION (ACC) WORKING GROUP MEETING AND FAMILIARIZATION TOUR May 13-17, 2018

II. BACKGROUND

In line with the DOT's National Cruise Tourism Development Strategy, the Department of Tourism will host the 8th Asia Cruise Cooperation (ACC) Working Group Meeting and Familiarization Tour in the Philippines from 13 to 17 May 2018. This hosting is part of the DOT's commitment as a member of the ACC which aims to showcase among others, each member-country's offerings as a cruise destination as well as provide first hand information to ACC partners on the cruise destinations which they can use in marketing the country as part of the cruise circuit being marketed in the region.

III. PURPOSES / OBJECTIVES

The DOT is in need of the services of an experienced tour company engaged in the business of ground handling in the Philippines.

The 8th ACC Working Group Meeting is aimed at the following objectives:

1. ACC Proposed Marketing Plan for 2018-2019

- Regional TV Campaign
 - Digital Campaign
 - ACC Website
2. The ACC Industry Research Project
 3. Extension of the ACC Agreement
 4. Participation of Vietnam as the 7th ACC member

IV. SCOPE OF WORK / DELIVERABLES

Following are the services required by the Philippine Department of Tourism for the ground handling services:

1. Meeting Package (5-Star Hotel along the bay area in view of its proximity to the proposed cruise port site) Package should include venue rental, meals, PA system, projector and screen, and designed event backdrop.

2. Room accommodation (single occupancy).

May 13-15, 2018 and May 16-17,2018 (5-Star Hotel) – 3 Nights

- Single room – 20

- Double room – 1

- Triple room - 1

3. Air conditioned land transfers (May 13 to 17, 2018)

One unit bus/coaster (33 seater) May 14-16

- May 14, 2018 – City Tour/Inspection

- May 15, 2018 – Hotel to Airport

- May 16, 2018 – Airport to Hotel

One unit van (May 13,15,17,2018)

- May 13, 2018 – Airport to Hotel

- May 15, 2018 – Hotel to Airport

- May 17, 2018 – Hotel to Airport

3. Meals as per itinerary

4. Welcome reception and entertainment as required in the itinerary

5. DOT-accredited, 1 Korean and 2 Mandarin-speaking interpreter (1 interpreter, 1 tour guide per day)

Total No. of Pax: 25 pax

VI. BUDGET

Total budget allocation for the ground handling services is Php 993,215.78 chargeable to the 2018 budget of the Office of Product and Market Development.

VII. PAYMENT PROCEDURE

Full payment shall be made fifteen (15) days after the full completion of the project and submission of the billing statement.

VII. EVALUATION PROCEDURE

The winning bidder shall be selected not solely based on the amount of bid but the Department of Tourism Bids and Awards Committee (PDOT-BAC) shall also consider the overall handling proposal of the company based on the Terms of Reference (TOR).

The Lowest Calculated Bid (LCB) shall be post-qualified by the PDOT-BAC to determine whether the concerned bidder complies with and is responsive to all the requirements and conditions as specified in the bidding documents. If determined upon post qualification that the bidder with the LCB fails the other terms and conditions in these bidding, the PDOT-BAC shall consider the bidder with the second LCB, and so on, to determine the Lowest Calculated and Responsive Bid (LCRB) for this bidding.

VIII. CONTACT PERSONS

Ms. Jing Esmaña
Market Development Group, DOT
Email: jingaspac@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) 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 23/04/2018

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