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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10745600
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title GROUND HANDLING SERVICES for the 12th MACAO INTERNATIONAL TRAVEL (INDUSTRY) EXPO (MITE) 2024 AND BENCHMARKING OF NCR TOURISM OFFICERS
Area of Delivery Metro Manila

Solicitation Number:	NCR-2024-04-018	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	12/04/2024
Approved Budget for the Contract:	PHP 959,362.40	Last Updated / Time	12/04/2024 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	16/04/2024 08:00 AM
Client Agency:			
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 7840 Makati Avenue, Brgy. Poblacion Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

Description

I. OBJECTIVES: The DOT-NCR Regional Office is in need of a Ground Handling Service Provider to provide Accommodation, Transportation, Airfare, Cultural Performers for the DOT NCR delegation to the 12th Macao International Travel (Industry) Expo 2024 from April 25-28, 2024 (inclusive of travel time) at the Halls A - C, Cotai Expo of the Venetian Macao.

II. SCOPE OF WORK / SPECIFICATIONS

Implementation Date : April 25-28, 2024 (inclusive of travel time) Particulars : Halls A - C, Cotai Expo of the Venetian Macao

Airfare (Manila to Macao SAR) and Airport Transfer PARTICULARS UNIT AMOUNT IN USD/PHP QTY COMPUTATION IN PHP (56.00PHP = \$1) Airfare (inclusive of taxes and 20kg baggage) * travel tax and meals excluded) (13,000 PHP per pax; RT) * special arranged rate provided by AirAsia Php13,000 PHP per pax * buffer is applied to the cost 24 pax 312,000.00 Excess Baggage (Promotional materials/collaterals) \$100 per 10 kgs (56.00 PHP = 1\$) \$100 per 10 kgs (56.00 PHP = 1\$) -- 5,600.00 One time transfer airport - hotel (upon arrival) (56.00 PHP = 1\$) \$500.00 (estimated) (56.00 PHP = 1\$) 2 vans 28,000.00 One time transfer hotel - airport (upon arrival) \$500.00 (estimated) (56.00 PHP = 1\$) 2 vans 28,000.00 Accommodation MDP670 per night x (6.87 PHP = 1MDP) 14 rooms x 4 days 257,762.40 Benchmarking/Educational tour/visit \$500 (estimated) (56.00 PHP = 1\$) -- 28,000.00 Sub-Total >>> 659,362.40

2 (Two) Lot

Cultural Performers PARTICULARS UNIT AMOUNT IN USD/PHP QTY COMPUTATION IN PHP (56.00PHP = \$1) Per diem 3 days x \$75 = \$225 x 4 persons = \$ 900 (PHP 49,500) 3 days x \$75 4 pax 49,500.00 Production fee: Airfare, Talent fees, Costumes, Props, Rehearsal, local Transportation, and miscellaneous 3 days 4 pax 250,500.00 Sub-Total >>> 300,000.00 GRAND TOTAL >>> 959,362.40

III. Minimum requirements of Ground Handling Service Provider:

- a. Must be accredited by the DOT and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- b. Must allow flexible rebooking dates with minimal fees, if applicable;
- c. Willing to provide services on send-bill arrangement.

d. Income Tax Return

IV. Minimum requirements Cultural Performers Provider :

- a. Must have had several engagements with TPB and DOT in the past 3 years;
- b. Phigepts Registered Dance Company;
- c. The dance company must have 10 years of relevant experience and existence;
- d. Has attended in international expos and travel fairs (preferably those facilitated by TPB and DOT)

V. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. DOT-Accredited Tour Operator;
4. Duly Notarized Omnibus Sworn Statement;

APPROVED BUDGET FOR THE CONTRACT (ABC) Php 959,362.40 Pesos : Nine Hundred Fifty Nine Thousand Three Hundred Sixty Two Pesos and Forty Centavos Only * inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes

Contact Persons: MR. IVANNOVICH T. AGOTE - itagote@tourism.gov.ph

Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat
7840 Makati Avenue, Poblacion, Makati City

Note: Deadline of submission is on April 16, 2024 at 8:00am

Created by Lawrence Jacosalem Alcantara

Date Created 11/04/2024

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