



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10750358
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title AIR, GROUND HANDLING AND TRANSPORT SERVICES of DOT-NCR'S PARTICIPATION TO THE 2nd MINDANAO TOURISM EXPO 202
Area of Delivery Metro Manila

Solicitation Number:	NCR-2024-04-019	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	13/04/2024
Approved Budget for the Contract:	PHP 68,574.80	Last Updated / Time	13/04/2024 00:00 AM
Delivery Period:	5 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. BRIEF BACKGROUND :

This 2024, the said tourism expo is organized by the Department of Tourism Regional Office X. The Regional Director of DOT R10, Dir. Marie Elaine S. Unchuan has invited the DOT-NCR Regional Office to participate in the said tourism expo. The DOT NCR through the Product and Market Development Unit (PMDU) will be availing booth spaces and construct a visual and interactive booth that will showcase destinations in Metro Manila and its newest tourism product- the Philippines' Hop-On Hop-Off Travel by the Hubs. The DOT NCR also intends the booth to be interactive to fully engage the expo goers and potentially inviting tourists to Metro Manila. DOT NCR staff will be manning the booths and facilitate trivial questions, activities, regional food tasting- thus will be procuring tokens, giveaways and regional food sampling.

II. OBJECTIVES:

- To support domestic tourism restart by participating in the travel fair
- To promote Metro Manila and establish new business networks in Mindanao
- To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital
- To familiarize the region's tourism stakeholders with other regional attractions and tour offerings

III. SCOPE OF WORK / DELIVERABLES

Date of Engagement:

Implementation Date : April 25-29, 2024

Area : Limketkai Mall, Cagayan De Oro

A. Air Travel for DOT-NCR Staff

- Air travel for the following dates and details:

Date Cost per way Baggage

Allowance Total

April 25, 2024

MNL - CGY

April 25, 2024

Php 5,831/way +

40% surcharge

(2,332.40) x 3 pax
 7 kgs hand carry
 and 20 kgs
 check-in luggage
 allowance
 Php 24,490.20
 April 29, 2024
 CGY – MNL
 April 29, 2024
 Php 6,163/way +
 40% surcharge
 (2,465.20) x 3 pax
 7 kgs hand carry
 and 20 kgs check-in luggage
 allowance Php 25,884.60
 Prepaid check-in
 baggage for
 Regional Staff
 (30kgs on top of
 20kg free baggage
 allowance)
 1,200/way x 2-way
 x 3 pax
 Additional 20kg
 check-in Php 7,200.00
 B. Transportation
 Cagayan de Oro Airport – Billeting Hotel and Metro Cagayan de Oro and vice versa:
 April 25 and 29, 2024
 12 hours use of van per day for 2 days
 1 unit of air-conditioned van
 Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
 Driver must be fully vaccinated
 5,500.00/day x 2 days = 11,000.00
 Air Transport 57,574.80
 Van Hire 11,000.00
 Total ₱ 68,574.80
 Minimum requirements of Tour Operator:
 A. Must be accredited by the Department of Tourism;
 B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
 C. Provision of first aid medical kit for the group;
 D. Willing to provide services on send-bill arrangement.
 Documentary Requirements to be Submitted:
 Valid Mayor's Business Permit
 PHILGEPS Membership
 DOT Accreditation Certificate
 Duly Notarized Omnibus Sworn Statement

Approved Budget for the Contract (ABC): Php 68,574.80
 Pesos : Sixty-Eight Thousand Five Hundred Seventy-Four Pesos and 80/100 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:
 MS. JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gov.ph
 MS. COLLINS KARLA E TELMO - cetelmo@tourism.gov.ph
 MR. KENNETH BRIAN E. QUIAMBAO - kequiambao@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 12/04/2024

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