



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10755398
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator/Ground Handling Services for the DOT Support to the Philippine Airline's Familiarization Tour for the Key Health Tourism Players from Papua New Guinea (PNG)

Area of Delivery

Solicitation Number:	2023-04-0116	Status	Active
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		
Approved Budget for the Contract:	PHP 486,140.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	16/04/2024
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph	Last Updated / Time	16/04/2024 00:00 AM
		Closing Date / Time	19/04/2024 10:00 AM

Description

Tour Operator/Ground Handling Services for the DOT Support to the Philippine Airline's Familiarization Tour for the Key Health Tourism Players from Papua New Guinea (PNG)

Implementation Date: 21 to 25 April 2024 (inclusive of Travel Time)

Minimum Requirements for Suppliers/Bidders

- a. Must be DOT-accredited tour operator.
- b. Must have expertise in handling medical tourists and preferably have participated in DOT initiatives/projects.
- c. Must be willing to provide services on send-bill arrangement.
- d. Must provide tour coordinator to monitor guests and assists in the implementation of the familiarization tour.
- e. Must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietor. Otherwise tax withheld will be credited from the total contract price.

SCOPE OF WORK AND DELIVERABLES

1. ACCOMMODATION (inclusive of breakfast)

Dates: 21-25 April 2024 (late checkout on 25 April)

Must be a DOT-accredited hotel in Makati/Pasig/Taguig (or within Metro Manila) area for the following requirements:

- Single occupancy for 15pax (15 rooms)

- Muslim friendly/offering Muslim food

Note: three/four-star hotel or similar category and health tourism facility (Muslim friendly/offering Muslim food)

2. B2B AND NETWORKING DINNER AND VENUE

Date: April 22, 2024

Venue: Must be located at the hotel where the delegation will be booked

Capacity: 40-60 pax

Menu: Preferably continental of American food; buffet setup

Setup: Individual tables and chairs (for every B2B0 ; round table (for dining area); provide equipment (such as microphone, projector, big screen. etc.) as necessary

3. MEALS

21 April 2024: Dinner for 20 pax (welcome dinner, preferably Asian-Fusion food)

22 April 2024: Dinner (see details specified in Item 22: B2b and networking dinner and venue);

25 April 2024; Lunch and PM Snacks for 20 pax

4. TRANSPORTATION (inclusive of parking fees)

- Inclusive of professional driver fees, drivers' accommodation, if necessary, meals, expressway toll fees, and applicable environmental fees;

- Unutilized vehicles, if any, must not be charge to the DOT and be excluded from the final billing;

Date: 21 April and 25 April 2024

No. of Units: 2 units of vehicle (one coaster and one van)

Capacity: coaster 18-22 seats/ 6-8 hours| van 6-8 seats/ 6-8hours

Excess hours: 25 April 2024 - 6 extra hours for coaster/minibus | 2 extra hours for van

Date: 22-24, 2024

No. of units: 1 unit of vehicle (coaster/mini bus)

Capacity: Coaster 18-22 seats / 10-16 hours

5. TOURS (DESTINATIONS AND FACILITIES TO BE VISTED/VIEWED)

22 & 24 April, 2024: destinations (such as hospitals, wellness, dental, aesthetics facilities) within in Metro Manila; 20 pax

23 April 2024: destinations (such as wellness facilities) located in Batangas; 20 pax

25 April 2024: destinations located at Intramuros/Manila/Pasay (within Metro Manila); 20 pax

6. TRAVEL KIT - 20 KITS/PACKAGES

Minimum composition per kite: 1 tote bag; 1 pack of face mask, alcohol, wet wipes, pocket tissue and 1 t-shirt

NOTE: The winning bid, however, shall be determined based on the proposal with most advantageous to the government, provided that the amount of bid does not exceed the given total budget/

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION

Department of Tourism

Makati City

with details such as:

Name of the Bidder/Company:

Address of the Bidder/Company:

Title of the Project:

RFQ No. 2024-04-0116

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In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 19 April 2024, 10am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 15/04/2024

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