



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11632526
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handling Services for the Meeting and Consultation with Stakeholders in relation to the Educational Golf Tourism on 07 January 2025 in BGC, Taguig City
Area of Delivery Metro Manila

Solicitation Number:	RFQ NP-SVP 2024-12-0429	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 150,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	24/12/2024
Contact Person:	Kathleen Mae Escorial Bisares Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 kebisares@tourism.gov.ph	Last Updated / Time	24/12/2024 00:00 AM
		Closing Date / Time	27/12/2024 13:00 PM

Description

TECHNICAL SPECIFICATIONS

PROCUREMENT OF GROUND HANDLING SERVICES
FOR THE MEETING AND CONSULTATION WITH STAKEHOLDERS IN RELATION TO THE EDUCATIONAL GOLF TOURISM
JANUARY 7, 2025
BGC, TAGUIG, METRO MANILA

I. PROJECT/ ACTIVITY

To conduct meeting and consultation with stakeholders to align goals, leverage expertise, and address challenges of Philippine Golf Tourism. Also, to conduct golf lessons to enhance understanding of the sport and build credibility with stakeholders.

II. MINIMUM REQUIREMENTS:

- Must be a DOT accredited Travel and Tour Agency or Travel Agency;
- Must be accredited by the Philippine Government Electronic Procurement System;
- Tour Operators must be specialized in golf tourism for at least 2 years;
- Tour Coordinator must be knowledgeable in golf tourism for at least 2 years;
- Must have a certification from the International Association of Golf Tour Operators (IAGTO);
- Willing to provide services and willing to coordinate with indoor golf management;
- Ground arrangement (inclusive of transportation services and toll fees if applicable, full board meals and snacks, and indoor golf arrangement);
- Must be willing to provide services on a send bill arrangement.
- Bidders must submit their quotation with a cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

III. SCOPE OF WORK DELIVERABLES

COMPONENTS:

A. Full Board Meals

- Full Board Meal inclusive of drinks for 22 pax;
- Food and dietary restrictions of the participants to follow, if any; and
- Choice of menu to be discussed.
- Meals for 5 pax (Private stakeholders)
 - Packed Breakfast
 - Buffet Lunch
 - PM Snacks
 - Buffet Dinner
- Meals for 17 pax (DOT official and employees)
 - Packed Breakfast
 - Plated Lunch
 - Plated Dinner

B. Transportation Services

- Includes driver's fee, driver's meals, parking and toll fee, if applicable.
- Date: January 7, 2025
- 1 Van from the DOT Building to BGC and for whole day use (Arrival: 10:00 AM)
 - 1 Van from BGC, Manila to Parañaque to the DOT Building (Departure: 7:00PM)

C. Indoor Golf Arrangement

- Indoor Golf Sessions for 4 hours;
- 2 regular bays;
- Use of Golf Clubs;
- 2 coaches per each bay;
- Golf Lesson from Coaches; and
- Use of VIP Meeting Room for 3 hours.

D. ACTIVITIES:

- Below are the specific requirements for the above-mentioned activities:

DATE: January 7, 2025

ITINERARY/ACTIVITY:

09:00AM – Breakfast at the DOT Building
10:00AM – Transfer from Makati City to BGC, Taguig City
11:00AM – 1:00PM - Meeting and Consultation with Stakeholders at an Indoor Golf in BGC
1:00PM – 2:00PM - Lunch at an Indoor Golf in BGC
2:00PM – 6:00PM - Golf Lesson Session at an Indoor Golf in BGC
6:00PM – 7:00PM - Dinner at an Indoor Golf in BGC
7:00PM – Transfer from BGC, Taguig City to Makati City

IV. BUDGET

The total budget is ONE HUNDRED FIFTY THOUSAND PESOS (Php 150,000.00), chargeable against FY 2024 Golf Tourism Funds inclusive of applicable taxes and should cover all requirements enumerated above.

The winning bidder 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.

V. PAYMENT TERMS:

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VI. CONTACT PERSON

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Other Information

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 (for ABC's above PhP500K)
- 4.Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by Kathleen Mae Escorial Bisares

Date Created 23/12/2024

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