



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12027947
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator/Ground Handling Services for the Skills Enhancement and Retooling Program
Area of Delivery

Solicitation Number:	2025-05-131	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		
Approved Budget for the Contract:	PHP 498,999.99	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	10/05/2025
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	10/05/2025 00:00 AM
		Closing Date / Time	14/05/2025 13:00 PM

Description

II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism;
- B. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- C. Must be willing to provide services on send-bill arrangement;

III. SCOPE OF WORK DELIVERABLES

- Local Arrangements for Accommodation, Function Room, Van Rental (Manila – Day Tour).

COMPONENTS:

A. Accommodation

Check-in Dates Location Hotel Room Type Number of rooms
May 26, 2025 (6D/5N)
Within Makati City
DOT-accredited accommodation based on EO 77
Preferably 3-star property or similar Single-Occupancy 12 rooms
May 27, 2025 (6D/5N)
May 28, 2025 (6D/5N)

May 29, 2025 (6D/5N)

May 30, 2025 (6D/5N)

May 31, 2025 Check-out/Departure Date

B. Function Room and Meals (May 27-29, 2025)

*Food and dietary restrictions of the participants to follow, if any

- Provision of function room for eighty (80) pax (classroom type) in Makati City
- Audio-visual setup
- Provision of papers and pencils
- Provision of Wi-Fi
- Meals (Breakfast, Lunch, Dinner)

C. Tourist Transport Services:

*Use of 1 van for the tour includes professional drivers' fee, meals and accommodation, parking, toll fees and entrance fees, (if any) and provision of bottled water onboard.

DAY TYPE QUANTITY MAKATI TO:

May 30, 2025

(One Day Tour Only) Van 1 Lanson Place Mall of Asia

Centro de Turismo Intramuros

Pasig River Esplanade

D. Technical Inspection (Lanson Place Mall of Asia, Centro de Turismo Intramuros, and Pasig River Esplanade)

*Must include all entrance and applicable fees for all participants

DAY ACTIVITY

May 30, 2025

(One Day Tour Only) 08:00 AM-09:00 AM Breakfast for 30 pax (packed meals)

09:00 AM-10:00 AM Hotel in Makati to Lanson Place Mall of Asia

10:00 AM-11:30 AM Inspection in Lanson Place Mall of Asia

12:00 PM-01:00 PM Lunch for 30 pax (packed meals)

01:00 PM-02:00 PM Lanson Place to Centro de Turismo Intramuros

02:00 PM-03:00 PM Inspection in Centro de Turismo Intramuros

03:00 PM-04:00 PM Centro de Turismo Intramuros to Pasig River Esplanade

04:00 PM-05:00 PM Inspection in Pasig River Esplanade

05:00 PM-06:00 PM Pasig River Esplanade to Hotel in Makati

06:00 PM-07:00 PM Dinner for 30 pax (packed meals)

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. 2025-05-0131

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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 14 May 2025 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 09/05/2025

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