



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7442570
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of DOT - Accredited Tour Operator for the Conduct of Site Validation and Inspection in Dumaguete and Siquijor

Area of Delivery

Solicitation Number: 2021 - 02 - 0008	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
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	02/02/2021
Approved Budget for the Contract: PHP 899,008.00	Last Updated / Time	01/02/2021 13:27 PM
Delivery Period: 7 Day/s	Closing Date / Time	05/02/2021 09:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TERMS OF REFERENCE

I. BIDDER : Service Provider

II. PROJECT TITLE : Validation and Inspection of Dumaguete and Siquijor

III. PROJECT DATE : February 6 to 12, 2021

IV. MINIMUM REQUIREMENTS

- a. Must be accredited by the DOT
- b. Must be willing to provide services on send-bill arrangement

V. SCOPE AND WORK DELIVERABLES

- a. Ground arrangement for accommodation, roundtrip airport to seaport transfers with provisions for transportation of luggage, portorage fees, single/twin sharing accommodation, and full board meals);
- b. Reservation of meeting rooms in Dumaguete and Siquijor for 15 pax on February 9 and 10, 2021;
- c. Van Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll and parking fees)
- d. COVID-19 Test (RTPCR or Antigen) for the Validation Team and Professional Drivers. Test results must be available within 24 hours prior group's departure. Preference of RT-PCR test to be conducted in Philippine Children Medical Center (PCMC) or UP PGH Facility
- e. Driver must be familiar with the routes of Dumaguete and Siquijor (inclusion of meals for drivers)
- f. Provision of travel insurance and first aid medical kit sufficient for all participants;

I. TRANSPORTATION REQUIREMENTS

Date

No. of Units

Capacity and Route

February 6

1 van

Van Seating Capacity: 6 pax per van

Route: Metro Manila and Laguna to NAIA Terminal

Rental Period: Airport Pick up and Drop Off

February 6

3 vans

Van Seating Capacity: 6 pax per van

Route: from airport to within Dumaguete

Rental Period: 10 hours

February 7

3 vans

Van Seating Capacity: 6 pax per van

Route: Within Dumaguete

Rental Period: 8 hours

February 8

3 vans

Van Seating Capacity: 6 pax per van

Route: Within Dumaguete

Rental Period: 8 hours

February 9

2 vans

Van Seating Capacity: 6 pax per van

Route: Dumaguete to Siquijor

Rental Period: 8 hours

February 10,

5 vans

Van Seating Capacity: 6 pax per van

Route: Siquijor to Dumaguete

Rental Period: 8 hours

February 11

5 vans

Van Seating Capacity: 6 pax per van

Route: Within Dumaguete

Rental Period: 8 hours

February 12

5 vans

Van Seating Capacity: 6 pax per van

Route: Within Dumaguete

Rental Period: 8 hours

*50% capacity for transportation vehicles in compliance with Covid-19 protocols, with necessary first aid kits

TRANSFER FROM DUMAGUETE TO SIQUIJOR

Date

No. of Pax

Route

February 9, 2021

10 pax

Commuter Transfer from Dumaguete Seaport to Siquijor Seaport

February 10, 2021

10 pax

Chartered boat from Siquijor to Dumaguete

II. RT-PCR Covid-19 Test for DOT Validation Team and Drivers

Date

No. of Pax

Remarks

February 5, 2021

6 pax

RT-PCR test for DOT Validation Team in Manila

February 5, 2021

2 pax

COVID19 Test for Van Drivers

February 9, 2021

10 pax

Antigen Test for DOT Team in Siquijor

III. ACCOMMODATIONS

Dumaguete (At Least 3-Star Hotel within Dumaguete City with Certificate of Authority to Operate)

Participants

Room Type

Meals

Check In

Check Out

DOT 9 pax

Single Occupancy

Breakfast

Feb 6

Feb 9

DOT 4 pax

Single Occupancy

Breakfast

Feb 6

Feb 12

DOT 9 pax

Single Occupancy

Breakfast

Feb 10

Feb 12

DOT 5 pax

Single Occupancy

Breakfast

Feb 9

Feb 12

Siquijor (At Least 3-Star Hotel within Dumaguete City with Certificate of Authority to Operate)

Participants

Room Type

Meals

Check In

Check Out

DOT 9 pax

Single Occupancy

Breakfast

Feb 9

Feb 10

IV. MEALS

Date

No. of Pax

Remarks

February 6 -9

14 pax

Lunch, Dinner, AM and PM Snacks

February 9-12

19 pax

Lunch, Dinner, AM and PM Snacks

V. MEETING ROOMS

Dumaguete (February 9)

a. Venue with one Meeting Room for 15 pax with complete venue servicing and table arrangements following mandatory social distancing

b. Menu for plated lunch and snack with one round of drink;

c. Use of function room (conference setup) that can accommodate 15 pax from 0800H – 1530H

d. Full-service meeting coordination with the following inclusions:

Basic sound system;

LCD projector and screen;

Extension cords;

4 microphones;

Complimentary use of Wi-Fi;

Coffee, tea and bottled water upon request

Pads, pencils, candies and mints;

Standby banquet staff and IT personnel;

Use of function room could be extended in case the activity exceeded the allotted number of hours;

e. Availability of sanitation and hygiene kits per guest.

Siquijor (February 10)

a. Venue with one Meeting Room for 15 pax with complete venue servicing and table arrangements following mandatory social distancing

b. Menu for plated lunch and snack with one round of drink;

c. Use of function room (conference setup) that can accommodate 15 pax from 0800H – 1530H

d. Full-service meeting coordination with the following inclusions:

Basic sound system;

LCD projector and screen;

Extension cords;

4 microphones;

Complimentary use of Wi-Fi;

Coffee, tea and bottled water upon request

Pads, pencils, candies and mints;

Standby banquet staff and IT personnel;

Use of function room could be extended in case the activity exceeded the allotted number of hours;

e. Availability of sanitation and hygiene kits per guest.

Travel Insurance

Date

No. of Pax

Remarks

February 6- 12, 2021

14 pax

DOT Validation Team

VI. BUDGET

Total Proposal Budget, inclusive of applicable tax and service charges: PHP 899,008

Cost proposal for each lot must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. CONTACT PERSON

Contact Person : Marian Magsino

Office : Office of Product and Market Development (OPMD)

Contact Number : 09178499991

Email Address : jfmagsino@tourism.gov.ph

Other Information

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

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 05 February 2021 at 09:00 am. Late and unsigned proposals shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 01/02/2021

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