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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5137112
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator/Ground handler for Tourism Developments Sector's Team Building
Area of Delivery Metro Manila

Solicitation Number:	2018-02-0041	Status	Active
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	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	04-Feb-2018
Approved Budget for the Contract:	PHP 150,000.00	Last Updated / Time	04-Feb-2018 00:00 AM
Delivery Period:	3 Day/s	Closing Date / Time	07-Feb-2018 17:00 PM
Client Agency:			
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. BIDDER : TOUR OPERATOR/ GROUNDHANDLER FOR TRANSFERS

II. PROJECT TITLE : Tourism Development Sector Team Building

III. BACKGROUND

The Tourism Development Sector which is composed of the Office of Tourism Development Planning, Research and Information Management (OTPRIM) and Office of the Product and Market Development (OPMD), formerly known as Market Development Group (MDG), will conduct its first ever team building in Dumaguete on March 1-3, 2018.

Destination Manila (DOT Office to NAIA v.v)

No. of Pax 100 pax

Date of implementation : March 1-3, 2018

IV. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism (PDOT) is in need of the services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services

The conduct of the teambuilding has the following objectives:

1. To evaluate the performance of the sector for the previous year and prepare for the upcoming programs of the next fiscal year.
2. To identify the strengths and weaknesses of the sector and services that are provided to address the issues and

challenges encountered.

3. To foster unity and camaraderie among the members of the sector to deliver quality services to colleagues and tourism stakeholders.

V. MINIMUM REQUIREMENTS FOR SUPPLIERS:

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

VI. SCOPE OF WORK DELIVERABLES

Following are the services required by DOT:

a. Ground handler/ tour operator to provide all the requirements for the conduct of Tourism Development Sector Team Building

1. Land Transfers (DOT- NAIA-DOT) - Two (2) Air-conditioned buses
- One Van

2. Travel Kits for 100 pax

VII. BUDGET

Total budget allocation is PHP 150,000.00

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 BUENA CARLA ZALDIVIA / SOLEIL TROPICALES

Office of the Undersecretary for Tourism Development Department of Tourism

Tel No.: (02) 4595200 local 502/520

Other Information

NOTE : The winning bid 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.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual) or Official Receipt as a Proof of Payment for the Renewal of Business Permit
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid DOT Accreditation certificate

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to
Ms. Teresita A. Romanes at the Department of Tourism
#351 Sen. Gil Puyat Avenue, Makati City
Telephone Nos. 459-5200/30 loc. 425

Created by TERESITA ANDRIN ROMANES

Date Created 03-Feb-2018

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