



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5085703
Procuring Entity DEPARTMENT OF TOURISM
Title Cruise Tourism Development Workshop for Manila
Area of Delivery Metro Manila

Solicitation Number:	2017-12-0440	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 723,518.00	Document Request List	2
Delivery Period:	3 Day/s		
Client Agency:		Date Published	29-Dec-2017
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph	Last Updated / Time	29-Dec-2017 00:00 AM
		Closing Date / Time	04-Jan-2018 17:00 PM

Description

TERMS OF REFERENCE

I. BIDDER : TOUR OPERATOR/GROUNDHANDLER

II. PROJECT TITLE : Cruise Tourism Development Workshop for Manila III. BACKGROUND : The three-year rolling plan on the implementation of the DOT's NCTDS includes the conduct of the Cruise Tourism Development Workshops in the priority cruise destinations of Manila, Boracay, Puerto Princesa and the Ilocos Region. The said workshops will educate stakeholders in the different destinations about the cruise tourism industry and assist them in preparing their respective three-year development plan to position their destinations as important transit ports or hub attracting more cruise calls on a regular basis. Workshops for Puerto Princesa and Visayas (Boracay) have already been conducted.

Destination : Metro Manila

No. of Pax : 100 pax

Date of Implementation : February 6 to 8, 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 workshop has the following objectives:

1. Create a venue for the stakeholders on cruise tourism to discuss the issues and concerns in developing a compelling cruise experience in Manila;
2. Provide direction to both government and private sector stakeholders in improving the guests' experience; and
3. To craft a three-year strategic action plan for cruise tourism development program in Manila.

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 the Cruise Tourism Development Workshop for Manila. Details of the required services are the following:

1. Hotel Accommodation

- a. Three (3) night accommodation at 3-4 star hotel preferably bay hotels
Total of 10 rooms (Twin Sharing)

2. Workshop Venue (good for 100pax)

- a. Classroom Function Set-up

3. Meals for 3-day workshop

- (AM and PM Snacks, 1 lunch per day, free flowing coffee)
- Dinner for speakers and participants from other regions) 20 pax x 2 dinner (Feb.6-7, 2018)

4. Honorarium for speakers (5 speakers for 2 hours/speaker)**5. Transportation: using air-conditioned coaster and van**

- One (1) bus from Hotel to Pier 15 (v.v) for Day 1 of the event
- One (1) van for transfers from hotel to airport (v.v) and within Metro Manila (Feb. 5-9)

6. Roundtrip Air Tickets (per prescribed route to Manila) for 5 speakers**VII. BUDGET** Total budget allocation is PHP 723,518.00

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 Persons :

GINA MARIE LIBERTY N. ESMAÑA and/or APRI GAYLE N. VALENCIA

Office of Product and Market Development - Cruise

Address : 5th Floor, DOT Building 351 Senator Gil Puyat Avenue, Makati City

Contact Number : 459-5200 local 524

Email Address : jingesmana.dot@gmail.com or avalencia.dot@gmail.com

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement

(see attached form)

Deadline for the submission of quotation: January 4, 2018 5:00 pm

Created by Maria Alma O Almazan
Date Created 28-Dec-2017

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