



**Department of Tourism – Region 3
Ground Flr, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue,
Clark Freeport Zone**

REQUEST FOR QUOTATION

The Department of Tourism – Region 3, Ground Flr, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue, Clark Freeport Zone, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement – Small Value Procurement for the **Hiring of an Accredited Tour Operator for the 4 Days/3 Nights Clark-Busuanga Travel Exchange on May 24-27, 2022** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: CLARK-BUSUANGA TRAVEL EXCHANGE

Location : Clark-Busuanga

Brief Description:

The regional office has previously accomplished exchanges with Cebu, Davao, Bacolod, Tagbilaran, Iloilo, as well as the inaugural flight of Clark-Taipei, further spurring economic activity in these areas and increasing flights at Clark International Airport. However, such endeavor has been discontinued in 2020 due to the pandemic. The regional office is determined to move forward by focusing on promoting inter – regional tourism exchanges with due consideration of prescribed health and safety protocols.

Approved Budget: **Php 997,000.00**
(FY 2022 Regular Fund under MPD)

Contract Duration: **May 24-27, 2022**

Interested bidders must submit proposals in two separate envelopes containing the technical documents and financial documents. Submission of eligibility and quotation documents is on or before _____. Late submission shall not be accepted. Opening of said documents will follow thereafter at the same address indicated above.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the proponents for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the eligibility and quotation documents.

Alongside the proposal/quotation, the proponent shall be required to furnish the BAC a copy of the following documents:

- 1) PhilGEPS Registration Number;
- 2) DTI/Business Permit
- 3) Mayors Permit or its equivalent documents
- 4) DOT Accredited Establishment *or applicable licenses and permits*

The Department of Tourism – Region 3 hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call the BAC Secretariat at telephone no. (045) 499-0497.

Contact Person/Project Officer:

Maria Ana Banawa
madbanawa@tourism.gov.ph

Very truly yours,

BAC Chairman

SCOPE OF WORK / SCHEDULE OF REQUIREMENTS:

1. Round trip Air Fare (Clark-Busuanga) with check-in baggage and travel insurance for 22 pax; Semi/Shared Chartered Flight to Coron, Palawan; (Re-bookable valid for 3-6 months)
2. 4 days / 3 nights' room accommodation to DOT accredited establishment (twin or duplex sharing)
 - a. 2 nights in Eco-Tourism Island Resort
 - b. 1 night in hotel in Coron Town Proper (both re-bookable valid for 3-6 months)
3. Round trip land and boat transfers from Busuanga to the Island Resort to Coron Town Proper for 22 pax
4. Meals (22 pax)
 - a. Welcome Drinks
 - b. Daily breakfast
 - c. Three (3) lunch
 - d. Three (3) dinner at the resort
5. Use of non-motorized activities
6. Transportation / Service vehicle, Manila – Clark – Manila for 2 days (participants coming from Metro Manila)

Total Budget : **Php 997,000.00**

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder or
Representative

Signature over Printed Name of Bidder

Date

Technical Specification

Item No.	Specifications	Statement of Compliance
A.	Must be a Platinum Philgeps Member	
B.	Must be a DOT-Accredited / or with existing on-process application for Accreditation (copy of which must be provided)	
C.	Project portfolio indicating previous similar projects preferably with the Department of Tourism	
D.	Must be willing to provide services on a send-bill arrangement / government procedure	
E.	Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement	
F.	Winning bidder will be responsible for the notarization of contract and corresponding fees	
G.	Willing to pay for the antigen test/RT-PCR of the Participants if needed	
H.	<p>For the provision of service vehicle:</p> <ol style="list-style-type: none"> 1. Must implement Minimum Public Health Standards (MPHS) and provide equipment/materials to ensure basic health and safety protocols (e.g. thermal gun/ alcohol/ spare face masks) 2. Vans and Drivers should not be engaged in providing shuttle service to airports and Returning Overseas Filipinos and Foreign guests. 3. Driver must be issued with negative RTPCR test from their respective RHU/ Government hospitals. Provided he is fully vaccinated; a negative Antigen test will suffice. 	

Note: Bidders must state either “Comply” or Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specification”, stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

Name of Company/Bidder or

Signature over Printed Name of Bidder

Date

Representative

FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

The Chairperson
Bids and Awards Committee
Agency name and address

Sir /Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for the **Hiring of an Accredited Tour Operator for the 4 Days/3 Nights Clark-Busuanga Travel Exchange on May 24-27, 2022.**

Very truly yours,

Name of Company

Name/Signature of Representative

Date