



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9110186
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of Tour Operator for Türkiye Travel and Media Familiarization Trip on December 9-18, 2022 (tentative)

Area of Delivery

Solicitation Number: 2022-10-0180	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification: Goods - General Support Services	Bid Supplements	0
Category: Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract: PHP 800,000.00	Document Request List	0
Delivery Period: 10 Day/s		
Client Agency:	Date Published	13/10/2022
Contact Person: TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph	Last Updated / Time	12/10/2022 14:11 PM
	Closing Date / Time	17/10/2022 10:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator
PROJECT TITLE : Türkiye Travel Trade and Media Familiarization Trip
PROJECT DURATION : December 9 to 18, 2022 (tentative)

I. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services in connection with the Türkiye Travel Trade and Media Familiarization Trip which will be participated by 4 delegates from Türkiye and 1 DOT representative to be implemented on December 9 to 18, 2022 (tentative).

II. MINIMUM REQUIREMENTS:

- Must be accredited by the PDOT and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- Must be catering to the Mediterranean Markets or Türkiye groups (please indicate this in the proposal);
- Provision of airport representative to assist guests upon arrival and departure in airport; and
- Must be willing to provide services on send-bill arrangement.

III. SCOPE AND WORK DELIVERABLES

- Provision of travel insurance for four (4) participants in case of emergency trip cancellation or emergency trip termination;
- Ground arrangement for tour package, international air tickets, domestic air tickets, terminal fees, environmental fees, portage fees, roundtrip airport to seaport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides, single occupancy accommodation inclusive of daily breakfast, full board meals (lunch and dinner), and travel insurance;
- Provision of first aid medical kit and COVID-19 care kit for the participants;
- Van Rental (Inclusive of professional driver fees, drivers' meals, and applicable toll fees); and
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps).

Components:

A. International Air Tickets

Number of pax Date (TBC) Route Class

4 December 9, 2022 (arrival) Istanbul to Manila Economy

4 December 18, 2022 (departure) Manila to Istanbul Economy

B. Domestic Air Tickets (with 20 kg baggage allowance)

Number of pax Date (TBC) Route Class

5 December 13, 2022 Clark to Busuanga (Coron) Economy

5 December 16, 2022 Busuanga (Coron) to Manila Economy

C. Accommodation

Accommodations on the following dates and destinations inclusive of daily breakfast:

Check-in (TBC) Location Hotel Room Type Quantity of Rooms

December 9-10, 2022

(1 night) Manila DOT accredited 4 or 5-star hotel accommodation Single-Occupancy 4

December 10-13, 2022

(3 nights) Banaue DOT accredited Mabuhay accommodation Single-Occupancy 5

December 13-16, 2022

(3 nights) Coron DOT accredited 4 or 5-star hotel accommodation Single-Occupancy 5

December 16-18, 2022

(2 nights) Manila DOT accredited 4 or 5-star hotel accommodation Single-Occupancy 4

D. Meals

Date Type No. of Pax Remarks

December 9 Lunch 4 Set lunch with 1 round of drinks

Dinner 4 Set dinner with 2 rounds of drinks

December 10 Lunch 5 Set lunch with 1 round of drinks

Dinner 5 Set dinner with 2 rounds of drinks

December 11 Lunch 5 Set lunch with 1 round of drinks

Dinner 5 Set dinner with 2 rounds of drinks

December 12 Lunch 5 Set lunch with 1 round of drinks

Dinner 5 Set dinner with 2 rounds of drinks

December 13 Lunch 5 Buffet seafood lunch with 1 round of drinks

Dinner 5 Buffet dinner with 2 rounds of drinks

December 14 Lunch 5 Set seafood lunch with 1 round of drinks

Dinner 5 Set dinner with 2 rounds of drinks

December 15 Lunch 4 Set lunch with 1 round of drinks

Dinner 5 Set dinner with 2 rounds of drinks

December 16 Lunch 4 Set lunch with 1 round of drinks

Dinner 4 Set dinner with 2 rounds of drinks

December 17 Lunch 5 Set lunch with 1 round of drinks

Dinner 5 Set dinner with 2 rounds of drinks

December 18 Lunch 4 (Early) Set lunch with 1 round of drinks

*dietary restrictions per participant – to follow

*provision of Halal-friendly meals for lunch and dinner for our Turkish participants

E. Transportation

1. Provision of roundtrip transportation (1) coaster and (1) luggage van for the Banaue leg.

2. Provision of transportation for Manila and Coron tours within the prescribed dates.

3. Provision of airport – hotel – airport transfers.

4. All transport services should include drivers, toll, parking, and entrance fees.

F. Tours and hotel/resort inspections

1. Manila City guided tours and hotel inspections.

2. Coron City with hotel/resort inspections and Coron Island hopping tours (inclusive use of boat, entrance, and environmental fees)

3. Provision of English or Turkish-speaking coordinator and English or Turkish-speaking tour guides in every tour/activity. See proposed itinerary for the suggested coverage.

4. Provision of refreshments and cold towels inside the vehicle during the tours.

IV. BUDGET

TOTAL BUDGET: PHP 800,000.00

(To be sourced from OPMD FY 2022 Work and Financial Program – Market Development Division / Türkiye)

Cost proposal must be submitted with an itemized breakdown.

The winning bidder shall be determined based on the proposal, provided that the amount of bid does not exceed the above total budget.

V. CONTACT PERSON

Contact Person : EDMUND EJ U. TECSON JR.
Address : Office of Product and Market Development
Market Development Division
5F The New DOT Building
351 Sen Gil Puyat Avenue
Brgy. Bel Air, 1200 Makati City
Email Address : euteacsonjr@tourism.gov.ph

Noted by:

RAYMUND GLEN A. AGUSTIN
Chief
Market Development Division

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)
- 2.PhilGEPS Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 12/10/2022

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