



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9133702  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of Tour Operator for the Familiarization Trip for Media from France on December 1 to 8, 2022

**Area of Delivery**

<b>Solicitation Number:</b> 2022-10-0201	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b> PHP 500,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 8 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	19/10/2022
<b>Contact Person:</b> 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	<b>Last Updated / Time</b>	19/10/2022 00:00 AM
	<b>Closing Date / Time</b>	24/10/2022 14:00 PM

**Description**

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator  
 PROJECT TITLE : Familiarization Trip for Media from France  
 PROJECT DURATION : December 1 to 8, 2022

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 French Media Familiarization Trip which will be participated by 2 delegates from France and 1 DOT representative to be implemented on December 1 to 8, 2022

II. MINIMUM REQUIREMENTS:

- A. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- B. Must be accredited with the PDOT and must abide by the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- C. Must have handled DOT foreign familiarization trips / groups for the last 5 years. Specializing in European tour groups will be an advantage (must submit list of groups previously handled);
- D. Provision of airport representative to assist guests upon arrival and departure in the airport; and

E. Must be willing to provide services on send-bill arrangement.

### III. SCOPE OF WORK

- Provision of travel and accident insurance for each participant for the duration of the trip;
- 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 participant's guidebook and giveaways – can either be useful or decorative handicrafts and eco-friendly souvenirs;
- Provision of first aid medical kit and COVID-19 care/health kit for the participants; and
- Van Rental (Inclusive of professional driver fees, drivers' meals, and applicable toll fees)

Components:

#### A. International Air Tickets and Domestic Air Tickets

Number of pax Date (TBC) Route Remarks

2 (invitees) December 1, 2022 France – Istanbul – Manila\* ETA: December 2, 2022

With 30kg luggage allowance

3 (invitees & DOT rep) December 3, 2022 Manila to Cebu With an additional 30 kg luggage allowance for the (2) French guests.

3 (invitees & DOT rep) December 5, 2022 Cebu to Siargao

3 (invitees & DOT rep) December 7, 2022 Siargao to Manila

2 (invitees) December 8, 2022 Manila – Istanbul – France\* ETA: December 9, 2022

With 30kg luggage allowance

\*Dates and flights are subject to changes depending on its availability.

#### B. Accommodation

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

Date (TBC) Hotel Room Type No. of Rooms

December 2-3, 2022 (1 night) 4-5 star DOT Accredited hotel in Metro Manila Single 3 rooms

December 3-5, 2022 (5 nights) 4-5 star DOT Accredited hotel/resort in Cebu Single 3 rooms

December 5-7, 2022 (2 nights) 3 star DOT Accredited hotel in Siargao Single 3 rooms

December 7-8, 2022 (1 nights) 4-5 star DOT Accredited hotel in Metro Manila Single 2 rooms

#### C. Meals

Date Type No. of Pax Remarks

December 2 Lunch 3 Set lunch with 1 round of drinks

Dinner 3 Set dinner with 2 rounds of drinks

December 3 Lunch 3 Set lunch with 1 round of drinks

Dinner 3 Set dinner with 2 rounds of drinks

December 4 Lunch 3 Set lunch with 1 round of drinks

Dinner 3 Set dinner with 2 rounds of drinks

December 5 Lunch 3 Set lunch with 1 round of drinks

Dinner 3 Set dinner with 2 rounds of drinks

December 6 Lunch 3 Buffet seafood lunch with 1 round of drinks

Dinner 3 Set dinner with 2 rounds of drinks

December 7 Lunch 3 Set seafood lunch with 1 round of drinks

Dinner 5\* Set dinner with 2 rounds of drinks

December 8 Lunch 2 (Early) Set lunch with 1 round of drinks

\*includes (2) French guests, (1) Project officer, (1) Team Head, (1) MDD Chief

#### D. Transportation

1. Provision of transportation (coaster) for Cebu and Siargao tours within the prescribed dates.

2. Provision of the airport – hotel – airport transfers.

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

#### E. Tours

1. Cultural tour, whale shark interaction, and canyoneering in Cebu (inclusive use of the boat with bottled water on board, entrance, and environmental fees)

2. Siargao island tours (inclusive of the boat use, refreshments on board, snorkeling gear, entrance, and environmental fees)

All tours should provide for English-speaking guide that will also serve as a coordinator. Refreshments and cold towels inside the vehicle are also requested.

### IV. BUDGET

TOTAL BUDGET: PHP 500,000.00 (to be sourced from OPMD FY 2022 Work and Financial Program – Market Development Division - France)

\*Cost proposal 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, provided that the amount of bid does not exceed the above total budget.

#### V. CONTACT PERSON

- Mr. Stalingrad Samson Senior Tourism Operations Officer, OPMD – Market Development Division (MDD) – Frankfurt Markets
  - Ms. Anne Barnuevo Tourism Operations Officer, OPMD – MDD – Frankfurt Markets
  - Ms. Charlenemie Hawil Tourism Operations Officer, OPMD – MDD – Frankfurt Markets
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Contact details: (632) 8459-5200 local 504 or 524 / 09055181057 (S. Samson)  
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Approved by:

PAULO BENITO S. TUGBANG, M.D.  
Director, Office of Product and Market Development

#### 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** 18/10/2022

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