



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9162039
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of Tour Operator for the Media Familiarization Trip from Italy on November 23 to December 02, 2022

Area of Delivery

Solicitation Number:	2022-10-0219	Status	Active
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 700,000.00	Document Request List	1
Delivery Period:	10 Day/s		
Client Agency:		Date Published	27/10/2022
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	27/10/2022 00:00 AM
		Closing Date / Time	02/11/2022 14:00 PM

Description

TECHNICAL SPECIFICATIONS

BIDDER: Tour Operator/Ground Handling Services
 PROJECT TITLE: Media Familiarization Tour
 DURATION: November 23 to December 2, 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 Media Familiarization Tour from November 23 to December 2, 2022. Participants of the tour are from Italy.

II. MINIMUM REQUIREMENTS:

- A. 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;
- B. Must have handles European groups within the last 5 years;
- C. Ground arrangement for tour package (inclusive of environmental fees, portorage fees, roundtrip domestic airport transfers with luggage provisions, tours, single-occupancy accommodation, and full board meals);
- D. Must allow flexible rebooking dates for domestic flights and accommodation with minimal fees, if applicable.
- E. Provision of participant's guidebook that includes itinerary, contact details, and description fees of destinations;
- F. Provision of airport representative to assist guests upon arrival and departure in airport.
- G. Provision of first aid kit medical kit for the group;
- H. Provision of water, mosquito repellent, and facial wipes for each of the participants, and

I. Willing to provide services on send-bill arrangement.

III. SCOPE OF WORK

A. Travel Insurance

- Provision of travel insurance for 6 pax and must also cover COVID-19

B. Payment of International Tickets Tax

C. Service Fee (Tour Operator)

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

Italian Media and DOT rep. for 6 pax

One-way Manila-Caticlan

One-way Caticlan-Manila

Tour operator/winning bidder should be able to provide the following:

1. Domestic air tickets with 20 kgs. baggage allowance per pax, per way
2. Extended/longer option dates (with minimal penalties only, if applicable)
3. Provide option for re-booking and cancellation (with minimal penalties only, if applicable)
4. Provision of luggage/bag storage arrangements in Manila, if necessary
5. Domestic air ticket(s) issuance subject to authorization from the DOT

E. Tour/Transportation

- Inclusive of private airport/seaport transfers in Manila, Boracay, Clark, Manila City Tour with Lunch, Mt. Pinatubo Tour with Lunch, English Speaking Guide during Tours.

F. ACCOMMODATION

Accommodation in Manila, Boracay and Clark.

Proposed Itinerary

Day Location Hotel Room Type Quantity of Rooms

Day 1 Manila DOT accredited Mabuhay accommodation Single-Occupancy 6

Day 2, 3, 4 & 5 Boracay DOT accredited 4- or 5- star hotel accommodation Single- Occupancy 6

Day 6 & 7 Manila DOT accredited Mabuhay accommodation Single- Occupancy 6

Day 8 & 9 Clark DOT accredited Mabuhay accommodation Single- Occupancy 6

NOTE: Day 10 transfers our to International Airport

G. Giveaways

- Provision of health and hygiene kite for a total of 6 pax
 - Provision of giveaways for the 5 participants (preferably bamboo sunglasses, Capiz/native ornaments, etc.)
- *Proposal will be subjected to changes based on the DOT's advise

IV. BUDGET

TOTAL BUDGET: PHP 700,000.00

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.

Project expense to be charged to 2022 OPMD GAA (Italy) Funds.

Contact Person/s: JAENA GAURDA-SALABIT

Address : Office of Product and Market Development

Market Development Division

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PURIFICATIONS S. SUANDING-MOLINTAS

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Approved by:

PAULO BENITO S. TUGBANG, M.D

Director

Office of Product and Marketing 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 26/10/2022

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