



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9162408  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of Tour Operator for the Familiarization Trip for Spanish and Portuguese Tour Operators on November 26 to December 5, 2022

#### Area of Delivery

<b>Solicitation Number:</b>	2022-10-0228	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	27/10/2022
<b>Approved Budget for the Contract:</b>	PHP 1,000,000.00	<b>Last Updated / Time</b>	27/10/2022 00:00 AM
<b>Delivery Period:</b>	10 Day/s	<b>Closing Date / Time</b>	02/11/2022 14:00 PM
<b>Client Agency:</b>			
<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		

#### Description

##### TECHNICAL SPECIFICATIONS

BIDDER: Tour Operator/Ground Handling Services  
 PROJECT TITLE: Fam Trip for Spanish and Portuguese Tour Operators  
 Duration: November 26 to December 5, 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 Fam Trip for Spanish and Portuguese Tour Operators from November 26 to December 5, 2022. Participants of the tour are from Spain.

##### 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 New Normal;
- B. Must have handled European groups within at least 5 years;
- C. Ground arrangement for tour package (inclusive of environmental fees, portage 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 accommodations with minimal fees, if applicable;
- E. Provision of participant's guidebook that includes itinerary, contact details and description of destinations;

- F. Provision of airport representative to assist guests upon arrival and departure in airport;
- G. Provision of first aid 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 5 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)

Spanish Tour Operators and DOT Rep for 6 pax

One-way Cebu-Siargao

One-way Siargao-Manila

Round Trip Manila-Busuanga-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 Cebu and Manila, if necessary
5. Domestic air ticket(s) issuance subject to authorization from the DOT

#### E. Tours/Transportation

Cebu/Siargao/Manila/Coron

Inclusive of private airport/seaport transfers in Manila, Iloilo and Caticlan, Manila City Tour with Lunch, Bacolod City Tour Isla Gigantes Tour, One-Way Ferry BCD/ILO, English Speaking Guide during the tour.

#### F. Accommodation

Accommodations in Cebu, Siargao, Manila, and Coron.

#### Proposed Itinerary

Day Location Hotel Room Type Quantity of Rooms

Day 1 Cebu

DOT accredited 4- or 5-star hotel accommodation Single - Occupancy 6

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

Day 4 & 5 Manila DOT accredited 4- or 5-star hotel accommodation Single - Occupancy 6

Day 6, 7 & 8 Coron DOT accredited 4- or 5-star hotel accommodation Single - Occupancy 6

NOTE: Day 9 transfer out to International Airport

#### G. Giveaways

- Provision of health and hygiene kits for a total of 6 pax
- Provision of giveaways for the 6 participants (preferably bamboo sunglasses, Capiz/native ornaments, etc.)

\*Proposal will be subject to changes based on the DOT's advise

### IV. BUDGET

TOTAL BUDGET: PHP 1,000,000.00

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 expenses to be charged to the 2022 OPMD GAA (Spain) Funds.

### V. CONTACT PERSON

Contact Person/s: JAENA GUARDA-SALABIT

Address: Office of Product and Market Development

Market Development Division

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PURIFICACION S. SUANDING-MOLINTAS

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Approved by:

PAULO BENITO S. TUBGANG, 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** 26/10/2022

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