



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9187525  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2nd Posting Procurement of Services of Tour Operator for the Media Familiarization Tour from Italy on November 23 to Decemer 02, 2022

#### Area of Delivery

<b>Solicitation Number:</b>	2022-11-0258	<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 700,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	10 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	04/11/2022
<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>	04/11/2022 00:00 AM
		<b>Closing Date / Time</b>	08/11/2022 10:00 AM

#### 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 a cash-and-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 kit 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

5F The New DOT Building

351 Sen Gil Puyat Avenue

Brgy. Bel Air, 1200 Makati City

Email Address: jaena\_salabit@yahoo.com

PURIFICATIONS S. SUANDING-MOLINTAS

Tourism Attaché II

Team head, Northern & Southern European Markets

Mediterranean and Oceania

Office of Product and Marketing Development

Brgy. Bel Air, 1200 Makati City

pssmolintas@gmail.com

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 fully notarized Omnibus Sworn Statement.  
5. Must be DOT-accredited tour operator.

**Created by** TERESITA A. ROMANES

**Date Created** 03/11/2022

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