



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5832280
Procuring Entity DEPARTMENT OF TOURISM
Title Ocular Inspection and Familiarization Tour to Clark, Cebu, and Bohol-Dec. 17-21, 2018
Area of Delivery

Solicitation Number: 2018-11-0376	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	1
Category: Travel, Food, Lodging and Entertainment Services	Date Published	21/11/2018
Approved Budget for the Contract: PHP 377,389.10	Last Updated / Time	21/11/2018 00:00 AM
Delivery Period:	Closing Date / Time	26/11/2018 14:00 PM
Client Agency:		
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 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. PROJECT

Domestic round trip airfare, accommodation, meals, transportation, tours and other ground arrangements for the ocular inspection and familiarization tour of the Cambodia Airways executives to Clark, Cebu and Bohol.

II. BACKGROUND

No. of pax : 7pax (3 Guest, 4 DOT)
 Date covered : December 17 - 21, 2018
 Destination : Clark, Pampanga, Cebu and Bohol

III. OBJECTIVES

1. Conduct an ocular inspection and familiarization tour in Clark, Cebu and Bohol for the Cambodian Airway planned charter operation from Phnom Penh, Cambodia to Cebu and Clark.
2. Increase the international passenger traffic from Cambodia to Cebu and Clark by developing new international air route.
3. Improve air connectivity from Cambodia to Cebu and Clark.
4. Conduct of meetings with DOT, Cambodia Airways executives, airport authorities and hotels.

IV. MINIMUM REQUIREMENTS

1. Must be DOT accredited
2. Specializes in handling VIP guests
3. Willing to provide services on a send-bill arrangement

V. SCOPE OF WORK

1. Domestic airfare for 6pax
 - Clark International Airport (CRK) to Mactan Cebu International Airport (CEB) PR 835 06:00H-07:15H via Philippine Airlines (PAL) for 6pax
 - CEB to Ninoy Aquino International Airport (NAIA) Terminal 2 PR 2854 144:0H-15:55H via PAL for 6pax
2. Ferry transfer for 6pax:
 - Cebu port to Tagbilaran City Seaport via OceanJet 0600H-0800H for 6pax
 - Tagbilaran City Seaport to Cebu Port via OceanJet 0820H-1020H for 6pax
3. Accommodation: In Clark, Cebu and Bohol for 5 rooms
 - 5 Deluxe rooms (Single/twin bed) for the Cambodian Airways executives and DOT representative
4. Meals for 7pax in Clark and 6 in Cebu and Bohol (see details below).
5. Van transportation for 7pax in Clark and 6pax in Cebu and Bohol (see details below).
6. Tours for 7pax in Clark and 6pax in Cebu and Bohol (see details below).
7. Tour coordinator for the whole duration of the trip.

DATE ACTIVITY REMARKS

Dec. 17 – Day 1 Transportation – Whole day Rental 1 Van
DOT personnel to NAIA Terminal I (pick-up Cambodian guest) 4 pax
NAIA Terminal I to Clark, Pampanga (4 DOT, 3 Guest) 7 pax
Breakfast 7 pax
Meeting with Clark International Airport (CRK) 7 pax with CRK officials
Ocular inspection of CRK 7 pax
Proceed to Puning Hot Spring & Restaurant – ocular inspection & lunch 7 pax
Proceed and check-in at hotel 7 pax
Accommodation 5 rooms
Dinner 7 pax
Dec. 18 – Day 2 Depart hotel for CRK 7 pax
1 DOT personnel will travel back to DOT Makati office via hired van 1 Van – 1 pax
Domestic flights
CRK – Mactan Cebu International Airport (CEB) via PR 835 (PAL)
Departure time: 06:00am / Arrival: 07:15am 6 pax
Transportation – Whole day Rental 1 Van
Breakfast 6 pax
Proceed to Mactan Island Hopping 6 pax
Lunch 6 pax
Proceed and check-in at hotel 6 pax
Accommodation 5 rooms
Dinner 6 pax
Dec. 19 – Day 3 Check-out at hotel and depart for Cebu Port 6 pax
Cebu Port to Tagbilaran City Seaport via OceanJet 06:00am-08:00am 6 pax
Transportation – Whole day Rental 1 Van
Breakfast 6 pax
Proceed with Bohol City tour 6 pax
Continue Bohol City tour 6 pax
Proceed to Panglao Island 6 pax
Ocular inspection for Panglao Island International Airport (TAG) 6 pax
Proceed and check-in at hotel 6 pax
Accommodation 5 rooms
Dinner 6 pax
Dec. 20 Breakfast at resort and check-out
- Day 4 Tagbilaran Seaport to Cebu Port via OceanJet 08:20am-10:20am 6 pax
Transportation – Whole day Rental 1 Van
Proceed with Cebu City Tour 6 pax
Lunch 6 pax
Proceed and check-in at hotel 6 pax
Accommodation 5 rooms
Dinner 6 pax
Dec. 21 – Day 5 Breakfast at the hotel 6 pax
Transportation – Whole day Rental 1 Van
Lunch 6 pax
Domestic flights
CEB – NAIA Terminal 2 via PR 2854 (PAL)
Departure time: 02:40pm / Arrival: 03:35pm 6 pax
End of Tour

VI. BUDGET

Total estimated budget: Three Hundred Seventy-Seven Thousand Three Hundred Eighty-Nine Pesos and Ten Centavos Only (Php 377,389.10).

VII. PROJECT OFFICER

Erwin F. Balane, DPA
Head, Route Development
Division Chief, Information Technology Division
Department of Tourism (DOT)
The New DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City

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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to Ms. Teresita A. Romanes at the Department of Tourism #351 Sen. Gil Puyat Avenue, Makati City Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____
Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 20/11/2018

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