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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5419879
Procuring Entity DEPARTMENT OF TOURISM
Title Familiarization Tour for Watsons Malaysian Celebrities, Media, Key Opinion Leaders
 (Cebu/Bohol/Oslob June 28-29 July 1-2, 2018)

Area of Delivery

Solicitation Number:	2018-06-0161	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 987,000.00	Document Request List	1
Delivery Period:			
Client Agency:		Date Published	14/06/2018
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	Last Updated / Time	14/06/2018 00:00 AM
		Closing Date / Time	18/06/2018 10:00 AM

Description

TERMS OF REFERENCE

I. PROJECT: Marketing Partnership with Watsons Malaysia

II. BACKGROUND:

Group Name : Familiarization Tour for Watsons Malaysia Celebrity, Media, Key Opinion Leaders, and Celebrity Friends/Winners

No. of Pax : 80 Celebrity Friends/Winners + 18 Media, KOL, Celebrities
 + 1 DOT KL Rep + 2 Watsons Rep + 2 OPMD Representatives

Date/Period Covered : June 28 – July 2, 2018

Destination : Cebu/Bohol/Oslob

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a local tour operator in the Philippines engaged in the business of providing tour packages or its components to handle and coordinate arrangements for the Familiarization Tour for Watsons Malaysia Celebrity, Media, Key Opinion Leaders, and Celebrity Friends. The project is aimed at attaining the following objectives:

a. To increase product and destination knowledge that would encourage tourist traffic from Malaysia to the Philippines;

- b. To establish network linkages with travel media and travel influencers from Malaysia;
- c. To generate publicity for the Philippines.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travel trade groups and media;
- c) Willing to provide services on send-bill arrangement.
- d) Preferably with experience in handling Malaysian market

V. SCOPE OF WORK/DELIVERABLES

- 1) Provision of travel insurance for 5 days.
- 2) Transportation service requirements including:

- a. Airport hotel transfer with luggage vehicle of the following pick-up time schedule:

Group Date Pick-up time Flight Details

Group A: 44 pax

40 winners + 1 DOT KL rep + 2 DOT OPMD reps + 2 Watsons Rep on June 28 1100H Cebu Pacific

5J 502

ETD KUL/MNL 0130H/0540H

5J 553

ETD MNL/CEB 0925H/1100H

July 01 1200H Cebu Pacific

5J 572

ETD CEB/MNL 1545H/1715H

5J 501

ETD MNL/KUL 2050H/0045H

Group B: 43 pax

40 winners + 1 DOT KL rep + 2 DOT OPMD reps

June 29 1100H Cebu Pacific

5J 502

ETD KUL/MNL 0130H/0540H

5J 553

ETD MNL/CEB 0925H/1100H

Group Date Pick-up time Flight Details

July 2 1200H Cebu Pacific

5J 572

ETD CEB/MNL 1545H/1715H

5J 501

ETD MNL/KUL 2050H/0045H

Group C: 19 pax

15 media + 2 Watsons Rep + 2 DOT KL Reps

June 29 0950H Cebu Pacific

5J 502

ETD KUL/MNL 0130H/0540H

5J 553

ETD MNL/CEB 0825H/0950H

July 2 1200H Cebu Pacific

5J 572

ETD CEB/MNL 1545H/1715H

5J 501

ETD MNL/KUL 2050H/0045H

b. Transfers

- Group A – 44 pax: Airport transfer in Cebu (June 28, 2018); Oslob Transfers + Kawasan Waterfalls (June 29, 2018); Cebu/Bohol Transfer (June 30, 2018); Airport transfer in Cebu City (July 1, 2018)
- Group B + Group C – 72 pax: Airport transfer in Cebu City (June 29, 2018); Cebu/Bohol Transfer (June 30, 2018); Oslob transfer (July 1, 2018); Airport transfer in Cebu City (July 2, 2018)

- 3) Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 4-5 star properties in Cebu on the following dates:

A. Group A: Check In – June 28, 2018/Check Out July 01, 2018: 22 Twin Rooms + 1 Single Room

B. Group B + Group C: Check In – June 29, 2018/Check Out July 02, 2018: 27 Twin Rooms + 9 Single Rooms

- 4) Submission of the following documents upon completion of the project for facilitation of payment:

- a. Original hotel manifest
- b. Original trip tickets of land transfer (coaster, van, etc.)
- c. Detailed report of the project with photo documentation
- d. Photocopy of Tour Guide IDs as proof of DOT Accreditation

VI. BUDGET

Total estimated budget is PHP987,000.00

VII. PROJECT OFFICER/CONTACT PERSON:

Zeny C. Pallugna / Miah Adao
 Tel: 459-5200 local 524 or 502
 Mobile: +63 917 890 7064 / +63 917 906 2325
 Email: zen.pdotnewyork@gmail.com; miah.adao@yahoo.com.ph

Note: Cost of items in quotation should be broken down.
 The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier. Should the end-user be able to get sponsorships, the billing statement should reflect only the actual expenses to be incurred.

Other Information

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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) or Official Receipt as a Proof of Payment for the Renewal of Business Permit
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid DOT Accreditation certificate

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 ANDRIN ROMANES

Date Created 13/06/2018

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