



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5245808

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** 2nd Posting Request for Hotel Accommodation, Meals and Transportation (Familiarization Tour of Korean Travel Agents and Media)

#### Area of Delivery

<b>Solicitation Number:</b>	2018-03-0094	<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	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	23-Mar-2018
<b>Approved Budget for the Contract:</b>	PHP 548,000.00	<b>Last Updated / Time</b>	23-Mar-2018 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	26-Mar-2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

##### TERMS OF REFERENCE

I. BIDDER : TOUR OPERATOR/GROUNDHANDLER

II. PROJECT TITLE : JOINT PHILIPPINE PROMOTION WITH S-MARKETING FOR KOREAN MEDIA AND TRAVEL AGENTS: FAMILIARIZATION TOUR IN MANILA

III. BACKGROUND : A joint Philippine promotion with S-Marketing will be undertaken to inform the Korean market about the cruise product and the Philippines as a fly-cruise destination. A familiarization tour will be undertaken by Travel Agents on March 29-April 4, 2018 and Media on April 8-14,2018. These groups will be flying to the Philippines and will join Superstar Virgo's homeporting in Manila going to Japan and Taiwan. After on-board familiarization tour with SSV, the Media Group will have a tour around manila and its nearby attractions on April 8-9,2018

Destination : Metro Manila/Tagaytay/Batangas

No. of Pax : 30 pax

Date of Implementation : March 29, April 4 and April 8-9 and April 14,2018

IV. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism (PDOT) is in need of the services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services

The conduct of the familiarization tour will provide opportunities for the fly-cruise program from the Korean market, thereby developing a new source market for cruise.

#### V. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- a. Must be DOT-accredited
- b. Must be willing to provide services on send -bill arrangement

#### VI. SCOPE OF WORK DELIVERABLES

Following are the services required by DOT:

a. Ground handler/ tour operator to provide all the requirements for the conduct of the familiarization tour. Details of the required services are the following:

##### 1. Hotel Accommodation

- a. Overnight accommodation at 5 star hotel preferably near Mall of Asia complex
  - 13 Deluxe rooms for March 29-30, 2018 and
  - 13 Deluxe rooms for April 8-9, 2018

##### 2. Meals

- March 30: Lunch at Korean Buffet restaurant (for 15pax)
- April 4 : Lunch buffet at a local restaurant (for 15pax)
- April 8 : Lunch at a local restaurant (for 15pax)
- : Dinner at local restaurant (for 15pax)
- April 9 : Lunch at a local restaurant (for 15pax)
- April 14 : Lunch at a local restaurant (for 15pax)

##### 3. Transportation:

- One (1) air-conditioned coaster for transfers (good for 20pax capacity) from airport to hotel (March 29, 2018)
- from hotel to port (March 30, 2018)
- from port to airport (April 4, 2018)

- Three (3) Cars preferably SUV that can accommodate 5 passengers/car for April 8, 2018

from airport to any point in Metro Manila to hotel  
from airport to Tagaytay to hotel  
from airport to Taal Batangas to hotel

- One (1) air-conditioned coaster for transfers (good for 20pax capacity) from hotel to port (April 9, 2018)
- from port to airport (April 14, 2018)

##### 4. Tours

- Conduct of the following tours:
  - a. Manila-Tagaytay City Tour
  - b. Manila-Batangas Heritage Tour
  - c. Dessert Museum
  - d. Intramuros Tour
- Entrance Fees
- English/Korean Speaking Guide

#### VII. BUDGET

Total budget allocation is PHP 548,000.00

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

#### VII. CONTACT PERSON

Contact Persons : GINA MARIE LIBERTY N. ESMANA and/or  
APRIL GAYLE N. VALENCIA

Office of Product and Market Development - Cruise

Address : 5th Floor, DOT Building

351 Senator Gil Puyat Avenue, Makati City

Contact Number : 459-5200 local 524

Email Address : jingesmana.dot@gmail.com or

avalencia.dot@gmail.com

#### 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) 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

**Created by** TERESITA ANDRIN ROMANES

**Date Created** 22-Mar-2018

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