



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10155598
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider/Tour Operator for the Conduct of ASEAN Familiarization Trip (Coron) on October 10-14, 2023

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-09-618	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 - General Support Services	Document Request List	1
Category: Travel, Food, Lodging and Entertainment Services	Date Published	22/09/2023
Approved Budget for the Contract: PHP 981,637.48	Last Updated / Time	22/09/2023 00:00 AM
Delivery Period: 5 Day/s	Closing Date / Time	26/09/2023 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 taromanes@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : ASEAN Familiarization Trip (Coron)
INCLUSIVE DATES : October 10 to 14, 2023

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Indonesian market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip with the Indonesian KOLs/Influencers in Coron and Metro Manila on October 10 to 14, 2023, composed of five (5) international participants and two (2) OPMD-MDD staff/coordinator.

Hence, the Department 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 upcoming ASEAN Familiarization Trip (Coron).

II. MINIMUM REQUIREMENTS:

- Must be accredited by the Department of Tourism 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;
- Must have handled DOT domestic and ASEAN tour groups within the last 4 years and DOT media invitation from

overseas within the last 5 years;

C. Ground arrangement (inclusive of roundtrip international and domestic airfares with baggage allowance, single-occupancy accommodation, tourist transport services with social distancing considerations, full board meals and snacks, and tour packages with activities, toll and entrance fees);

D. Provision of group travel insurance for each participant in case of emergency, trip cancellation or emergency trip termination;

E. Must be capable of advancing hospital bills of injured participant (if any) whenever required and within the prescribed insurance provisions;

F. Provision of a tour coordinator to assist guests throughout the travel period;

G. Must allow flexible rebooking dates for accommodation and air tickets with minimal fees, if applicable;

H. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;

I. Provision of airport representative to assist guests upon arrival and departure in airport;

J. Provision of hygiene kits for all participants;

K. Must be willing to provide services on send-bill arrangement;

L. A Indonesian-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for five (5) participants to cover medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary;

- Ground arrangement for tour package, international and domestic air tickets with baggage allowances, environmental fees, portage fees, roundtrip airport to seaport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides, single-occupancy accommodation inclusive of daily breakfast, and full board meals (lunch and dinner);

- Provision of hygiene kits for all participants;

- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and

- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

COMPONENTS:

A. International Air Tickets

*Must be rebookable and refundable and must include terminal fees and other airport fees

Number of pax Date Route Class Baggage Allowance

5 October 10, 2023 Jakarta to Manila (0610H arrival) Economy Class 2pcs

5 October 14, 2023 Manila to Jakarta (2100H departure) Economy Class 2pcs

B. Domestic Air Tickets

C. *Must be rebookable and refundable and must include terminal fees and other airport fees

Number of pax Date Route Class Baggage Allowance

6 October 10, 2023 Manila to Coron (1020H departure) Economy Class 30kgs

6 October 14, 2023 Coron to Manila

(1340H departure) Economy Class 30kgs

D. Accommodation

*Provision of single-occupancy hotel accommodation with daily breakfast for all participants

*Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing

Check-in Dates Location Hotel Room Type Number of rooms

October 10-14, 2023 (5D/4N) Coron 5-star or similar DOT-accredited accommodation Single-Occupancy 5 rooms

October 10-14, 2023 (5D/4N) Coron DOT-accredited accommodation based on EO 77 rate Single-Occupancy 2 rooms

E. Full Board Meals

*Food and dietary restrictions of the participants to follow, if any

Date Type Number of Pax Remarks

October 10, 2023

(Day 1) Breakfast 5 pax Breakfast upon arrival in Manila for 5 Indonesian participants with one round of drink

Lunch Lunch at a local restaurant in Coron with one round of drink

Dinner Dinner at a local restaurant/resort in Coron with one round of drink

October 11, 2023

(Day 2) Dinner Dinner at a local restaurant/resort in Coron with one round of drink

October 12, 2023

(Day 3) Dinner Dinner at a local restaurant/resort in Coron with one round of drink

October 14, 2023

(Day 5) Lunch Lunch at a local restaurant/resort in Coron/Manila with one round of drink

October 10 - 14, 2023

(Days 1-5) Lunch 2 pax Based on EO 77 rate for 2 DOT representatives.

Dinner

F. Tourist Transport Services:

*Includes toll drivers' fee, meals and accommodation, parking and entrance fees and boat rides (as needed) and bottled water onboard

DAY TYPE QUANTITY ROUTE/REMARKS

October 10, 2023 (Day 1) Coaster and Van 1 Coaster and 2 Vans 1 Coaster in Manila, for breakfast and transfer from NAIA T3 to NAIA T2.

2 vans, transfer from Busuanga Airport to resort (with luggage van, 8 hrs use)

October 11, 2023

(Day 2) Van 1 van 1 van, whole day use for tour for all participants

October 12, 2023

(Day 3) Van 1 van 1 van, whole day use for tour for all participants

October 13, 2023

(Day 4) Van 1 van 1 van, whole day use for tour for all participants
October 14, 2023

(Day 5) Van and Coaster 2 Vans and 1 Coaster 2 vans, transfer from resort to Busuanga Airport (with luggage van)

1 Coaster in Manila, transportation for half-day Manila tour including airport transfer for MNL-CGK flight

G. Tours

DAY ACTIVITY

October 10, 2023

(Day 1) Half-day Coron Town Tour for all 7 participants

October 11, 2023

(Day 2) Coron Island Hopping Tour A for all 7 participants

October 12, 2023

(Day 3) Coron Island Hopping Tour B for all 7 participants

October 13, 2023

(Day 4) Coron Calauit Safari Tour and Black Island for all 7 participants

October 14, 2023

(Day 5) Intramuros half-day city tour for all 7 participants

*Provision of English or Indonesian-speaking coordinator/tour guide/s in every tour/activity

*Provision of refreshments and cold towels inside the vehicle during the tours

H. Hygiene Kit

*Provision of seven (7) hygiene kits for all participants (pouch with 50ml alcohol spray bottle, handy pack tissue, biodegradable wipes, 10 pcs face masks)

I. Travel Insurance

*Provision of travel insurance for five (5) participants covering medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary.

IV. BUDGET

TOTAL BUDGET: PHP 984,327.00

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-MDD Vietnam Continuing GAA.

V. CONTACT PERSON

Contact Person : JUSTINNE AUBREY P. GUCE

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 : jcprovido@tourism.gov.ph

Noted by:

RAYMUND GLEN A. AGUSTIN

Chief Tourism Operations Officer

Market Development Division

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. Duly notarized revised Omnibus Sworn Statement.

5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 21/09/2023

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