



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10176695
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator / Ground Handling Services for the Conduct of ASEAN Familiarization Trip in Bohol on 19-23, 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023 09-641	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	1
Classification:	Goods - General Support Services	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	29/09/2023
Approved Budget for the Contract:	PHP 996,080.00	Last Updated / Time	29/09/2023 14:26 PM
Delivery Period:	5 Day/s	Closing Date / Time	02/10/2023 10:00 AM
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 (Bohol)
 INCLUSIVE DATES : October 19 to 23, 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 Trade Agents in Bohol and Metro Manila on October 19 to 23, 2023 with a Business to Business Networking event, composed of nine (9) 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.

II. MINIMUM REQUIREMENTS:

- A. 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;
- B. Must have handled DOT domestic and ASEAN tour groups within the last 4 years and DOT Trade invitation from

overseas within the last 5 years.

C. Ground arrangement (inclusive of roundtrip international and domestic airline taxes for all Indonesian participants, roundtrip domestic air tickets for all DOT representatives, 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 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. An Indonesian-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for nine (9) 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 airline taxes and air tickets (for 2 DOT representatives), 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, AM and PM snacks 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 and Domestic Airline taxes

*Provision of international and domestic airline taxes for all Indonesian participants as Philippine Airlines will sponsor their air tickets;

*Provision of roundtrip domestic air tickets for 2 DOT OPMD representatives (must be rebookable and refundable with minimal fees)

Number of pax Date Route Class Baggage Allowance

2 October 20, 2023 Manila to Tagbilaran (1945H departure) Economy Class 20kgs

2 October 23, 2023 Tagbilaran to Manila (1125H departure) Economy Class 20kgs

B. Accommodation

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

Check-in Dates Location Hotel Room Type Number of rooms

October 19 to 20, 2023 (2D/1N) Makati Area 5-star DOT-accredited property or similar with venue for B2B Single-Occupancy 9 rooms

October 20 to 23, 2023 (4D/3N) Panglao Area 4-5-star DOT-accredited property or similar

October 19 to 20, 2023 (2D/1N) Makati Area DOT-accredited accommodation based on EO 77 2 rooms

October 20 to 23, 2023 (4D/3N) Panglao Area

C. Full Board Meals

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

Date Type Number of Pax Remarks

October 19, 2023

(Day 1) Breakfast 9 pax Breakfast upon arrival in Manila with one round of drink

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

Dinner Dinner at a local restaurant/hotel in Manila with one round of drink

October 20, 2023

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

October 21, 2023

(Day 3) Dinner Dinner at a local restaurant in Bohol with one round of drink

October 22, 2023

(Day 4) Dinner Dinner at a local restaurant in Bohol with one round of drink

October 23, 2023

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

Dinner Dinner at a local restaurant in Manila with one round of drink

October 19 to 23, 2023 Lunch and Dinner 2 pax Lunch and dinner for 2 DOT representatives based on EO 77

D. Tourist Transport Services:

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

*Provision of 1 tour guide per van with tour coordinator throughout the trip

DAY TYPE QUANTITY ROUTE/REMARKS

October 19, 2023

(Day 1) Van 2 Vans 2 vans, including 1 luggage van for airport transfer and tour for the whole day

October 20, 2023

(Day 2) Van 2 Vans 2 vans, including 1 luggage van for airport transfer and tour for the whole day

October 21, 2023

(Day 3) Van 2 Vans 2 vans for transfer during the tour (whole day use)
October 22, 2023
(Day 4) Van 2 Vans 2 vans for transfer during the tour (whole day use)
October 23, 2023
(Day 5) Van 2 Vans 2 vans, including 1 luggage van for airport transfer and tour for the whole day

E. Tours

*Must include all entrance and applicable fees

DAY ACTIVITY

October 19, 2023

(Day 1) Manila City Tour for all participants (Rizal Park, Intramuros, Fort Santiago, Manila Cathedral, San Agustin Church and Casa Manila)

October 21, 2023

(Day 3) Island Hopping (Balicasag, Dolphin Watching, Virgin Island, etc) with lunch for all participants

October 22, 2023

(Day 4) Bohol Countryside Tour (Chocolate Hills, Tarsier Watching, Loboc River Cruise, etc.) with lunch for all participants

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

*Provision of refreshments inside the vehicle during the tours

*Provision of 1 tour guide per vehicle

F. Travel Kits

*Provision of eleven (11) travel kits for all participants containing hygiene kit (1 ecobag with alcohol, tissue, wipes, candies inside a pouch, local delicacies, dry bag and portable fan)

G. Travel Insurance

*Provision of travel insurance for nine (9) 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 996,080.00

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 2023 Approved RWFP of the OPMD-MDD ASEAN.

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

Remarks

To be specific in the minimum requirements.

Created by TERESITA A. ROMANES

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