



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10260598
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Familiarization Trip to the Spanish Tour Operators
Area of Delivery

Solicitation Number: SVP 2023-10-676	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification: Goods - General Support Services	Bid Supplements	0
Category: Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract: PHP 995,000.00	Document Request List	0
Delivery Period: 8 Day/s		
Client Agency:	Date Published	26/10/2023
Contact Person: JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph	Last Updated / Time	26/10/2023 00:00 AM
	Closing Date / Time	31/10/2023 11:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator
PROJECT TITLE : Familiarization Trip for the Spanish Tour Operators
PROJECT DURATION : November 21 to 28, 2023 (inclusive of travel time)

I. PURPOSE/OBJECTIVES

The familiarization trip ensures that key Spanish tour operator partners of the Department are well-informed with first-hand experience of the new and developed tourism circuits in the country and are provided a platform to engage with existing and prospective Philippine counterparts. The project aims to guarantee accurate information when promoting the country's tourism products and destinations in Spain.

In light of this, the Philippine Department of Tourism is in need of services of a local tour operator or travel agency in the Philippines specializing in providing tours and ground handling services for the familiarization trip involving four (4) partners from Spain and is proposed to take place from November 21 to 28, 2023.

II. MINIMUM REQUIREMENTS:

- Must be accredited by the Department of Tourism
- Must have handled DOT foreign familiarization tours or groups within the last four (4) years. Specialization in handling European tour groups is an advantage
- Must be registered with the Philippine Government Electronic Procurement System (PhilGeps)
- Must be willing to provide services on send-bill arrangement

III. SCOPE OF WORK DELIVERABLES

- Roundtrip international and domestic air tickets with appropriate baggage allowances;

- B. Tourist transport services (inclusive of professional driver fees, drivers' meals and applicable parking and toll fees);
- C. Full board meals (lunch and dinner) and snacks;
- D. Ground arrangements for the guided tours and experiences such as: ferry transfers, roundtrip airport and sea transfers with provisions for transportation of luggage, entrance and environmental fees, portage fees, and equipment/gear/boat rental fees;
- E. DOT-accredited tour guides for the entire trip;
- F. Provision of participant's tour kit and guidebook that includes the itinerary with description of destinations to be visited, contact details, and other useful information; and
- G. Provision of domestic travel insurance for four (4) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines.

Components:

- A. International Air Tickets and Domestic Air Tickets (Economy-class)

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

Date (TBC) Number of pax Route Baggage Allowance

November 21, 2023 4 Madrid – Manila

(arrival on 22 November) 30 kgs

November 24, 2023 4 Manila – Dumaguete

(ETD 0840 H) 20 kgs

November 28, 2023 4 Dumaguete – Manila

(ETD 1005 H) 20 kgs

November 28, 2023 4 Manila – Madrid

(evening departure) 30 kgs

B. Meals

*To be advised if there's any food and dietary restrictions of the participants

Date Type No. of Pax Remarks

November 22 Dinner 4 Set dinner with 1 round of drinks

November 23 Lunch 4 Set lunch with 1 round of drinks

Dinner 4 Dinner reception for invited guests

November 24 Lunch 4 Set lunch with 1 round of drinks

Dinner 4 Set dinner with 1 round of drinks

November 25 Lunch 4 Island lunch with drinks

Dinner 4 Set dinner with 1 round of drinks

November 26 Lunch 4 Set lunch with 1 round of drinks

Dinner 4 Set dinner with 1 round of drinks

November 27 Lunch 4 Set lunch with 1 round of drinks

Dinner 4 Set dinner with 1 rounds of drinks

November 28 Lunch 4 Set lunch with 1 round of drinks

Dinner 4 Set dinner with 1 round of drinks

C. Tourist Transport Services

1. Provision of tourist transport services (land and sea) for Manila, Dumaguete, and Siquijor within the prescribed dates.

2. All transport services should include drivers, toll, parking, and entrance fees.

3. Unutilized tickets, if any, must not be charged to the DOT and be excluded from the final billing

Date Type & Quantity Route / Remarks

November 22 2 vans Manila

- NAIA to hotel in Pasay: 2 vans (one passenger van; one luggage van)

November 23 1 van Manila

- Hop-On/Hop-Off tour pick-up and drop-off points

- Pick-up and drop-off for reception dinner

November 24 4 vans Manila

- Hotel in Pasay to NAIA: 2 vans (one passenger van; one luggage van)

Dumaguete

- Dumaguete Airport to hotel & Dumaguete day tour to hotel: 2 vans (one passenger van whole-day use; one luggage van half-day use)

November 25 1 van &

1 boat Apo Island Tour & Resort inspections

- Resort to Malatapay/Dauin Port & resort inspection transfers to hotel (one passenger van)

- Apo island hopping tour (one boat)

November 26

Ferry transfer tickets for 4 pax Dumaguete to Siquijor Ferry Transfer

0720 H – 0800 H

via Oceanjet (OJ501); Business class

November 26 4 vans Dumaguete

- Hotel to Dumaguete port: 2 vans (one passenger van; one luggage van)

Siquijor

- Siquijor port to resort & Siquijor day tour: 2 vans (one passenger van whole-day use; one luggage van half-day use)

November 27 1 van Siquijor

- Resort to Tubod Marine Sanctuary (one passenger; half-day use)

November 28

Ferry transfer tickets for 4 pax

Siquijor to Dumaguete Ferry Transfer

0600 H – 0640 H

via Oceanjet (OJ301); Business class

November 28 6 vans Siquijor

- Resort to Siquijor port: 2 vans (one passenger van; one luggage van)
Dumaguete

- Dumaguete port to city/airport: 2 vans (one passenger van; one luggage van)

Manila

- NAIA to Okada Manila to NAIA: 2 vans (one passenger van; one luggage van)

D. Tours

*Provision of services of an English or Spanish-speaking coordinator/ tour guide/s in every tour/activity

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

DAY ACTIVITY

November 23 Hop-On/Hop-Off Manila Heritage Tour

November 24 Whole-day Dumaguete City and Twin Lakes Natural Park Tour

November 25 Half-day Apo Island Tour (island hopping and discover scuba diving)

Wellness/spa treatments in Dumaguete resort

November 26 Whole-day Siquijor tour

November 27 Island hopping and site inspections

E. Hygiene Kit

Provision of four (4) hygiene kits for all participants containing one (1) hand towel, one (1) 60mL alcohol, one (1) antibacterial wipes, and one (1) pack of facial tissue, all items placed inside 1 travel pouch

F. Farewell Token

Provision of four (4) tokens that exhibits Filipino culture (for example: local handicrafts, bamboo tumbler, desk calendar, pouch organizers)

G. Travel Insurance

Provision of domestic travel insurance for four (4) participants covering medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began in the Philippines until the last day of stay in the Philippines.

IV. BUDGET

TOTAL BUDGET: PHP 995,000.00 (charged to 2023 RWFP of OPMD MDD – Spain)

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.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

V. CONTACT PERSON

Contact Person : CHARLENEMIE D. HAWIL

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

Contact Details : 09260199087 / cdhawil@tourism.gov.ph

Noted by:

RAYMUND GLEN A. AGUSTIN

Chief Tourism Operations Officer

Market Development Division

Other Information

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement 5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to jqperez@tourism.gov.ph on or before 31 October 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 25/10/2023

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