



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10267166
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Travel/ Tour Operator or Ground Handling Services for the Italian Familiarization Trip 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-10-685	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	1
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 711,364.84	Document Request List	2
Delivery Period:			
Client Agency:		Date Published	27/10/2023
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph	Last Updated / Time	27/10/2023 15:20 PM
		Closing Date / Time	31/10/2023 15:00 PM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
 PROJECT TITLE : Italian Familiarization Trip
 INCLUSIVE DATES : November 21 to 29, 2023 (inclusive of travel time)

I. BACKGROUND

In line with the Department's objectives to sustain its presence in Italy, an opportunity market country, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Tour for the Italian market in Manila, Bohol, and Siargao, from November 22 to 28, 2023, composed of five (5) Italian participants, and (1) DOT representative.

The project aims to familiarize the travel trade participants with the new and developed tourism circuits in Manila, Bohol, and Siargao so the stakeholders can better sell these products in the Italian market. This entails an immersion in key destinations, facilities, services, and experiences, including: hotels/resorts, tour activities, restaurants, and travel industry service providers.

Hence, the Department is in need of the services of a local tour operator or travel agency in the Philippines engaged in the business of ground handling and tour services in line with the upcoming Familiarization Tour for Italian participants.

II. MINIMUM REQUIREMENTS:

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

III. SCOPE OF WORK DELIVERABLES

- A. Roundtrip international air tickets, 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. Single-occupancy accommodation inclusive of daily breakfast;
- D. Full board meals (lunch and dinner) and snacks;
- E. 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;
- F. DOT-accredited tour guides for the entire trip;
- G. 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
- H. Provision of domestic travel insurance for the five (5) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines.

COMPONENTS:

A. International and Domestic Flights

*Dates and flights are subject to changes depending on its availability

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

Number of pax Date (TBC) Route Baggage Allowance

5 (participants) November 21

&

November 28 Milan - Taipei - Manila

Manila - Taipei - Milan With at least 25kg luggage allowance

6 (participants & OPMD rep) November 24 Manila - Tagbilaran With at least 25kg luggage allowance

6 (participants & OPMD rep) November 26 Cebu - Siargao With at least 25kg luggage allowance

6 (participants & OPMD rep) November 28 Siargao - Manila With at least 25kg luggage allowance

B. Accommodation

*Provision of single-occupancy hotel accommodation with daily breakfast for all of the participants including the DOT representative;

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

Check-in (TBC) Location Hotel Room Type Number of rooms

November 22-23, 2023 (2N)

Check-out date:

November 24, 2023 Manila 4 to 5-star or similar DOT-accredited accommodation Single-Occupancy 5 rooms (5 Italian participants)

November 26-27, 2023 (2N)

Check-out date:

November 28, 2023 Siargao

C. Meals

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

Date Type Remarks

November 22, 2023 (Day 1) Lunch Lunch at the hotel upon arrival for 5 Italian delegates

*With one round of drinks

Dinner Dinner at a local restaurant in Manila

*With one round of drinks

November 24, 2023 (Day 3) Dinner Dinner at a local restaurant in Bohol

*With one round of drinks

November 25, 2023 (Day 4) Dinner Dinner at a local restaurant in Bohol

*With one round of drinks

November 26, 2023 (Day 5) Lunch Lunch at a local restaurant in Cebu

*With one round of drinks

Dinner Dinner at a local restaurant in Siargao

*With one round of drinks

November 27, 2023 (Day 6) Lunch Lunch at a local restaurant in Siargao

*With one round of drinks

Dinner Dinner at a local restaurant in Siargao

*With one round of drinks

November 28, 2023 (Day 7) Lunch Lunch at a local restaurant in Manila

D. Tourist Transport Services:

*Includes drivers' fee, meals, accommodation, parking and entrance fees, daily pickups in Manila, Bohol, Siargao roundtrip airport transfers, and bottled water onboard

DAY ROUTE REMARKS

November 22, 2023

(Day 1) Airport - Hotel

Estimated hours needed for rent: 1 Extra van needed for baggage

November 23, 2023

(Day 2) Hotel - Tour Venue

Estimated hours needed for rent: 1

Hotel - Dinner Venue - Resort

Estimated hours needed for rent: 3

November 24, 2023

(Day 3) Hotel - Airport

Estimated hours needed for rent: 1

Dinner Venue – Bohol Resort - Resort
Estimated hours needed for rent: 1 Extra van needed for baggage
November 25, 2023
(Day 4) Resort – Tour Venue Jump-off Point
Estimated hours needed for rent: 1

Resort – Dinner Venue - Resort
Estimated hours needed for rent: 3
November 26, 2023
(Day 5) Resort – Pier – Cebu Airport
Estimated hours needed for rent: 3

Siargao Airport – Siargao Resort
Estimated hours needed for rent: 1

Resort – Dinner Venue – Resort
Estimated hours needed for rent: 3 Extra van needed for baggage
November 27, 2023 (Day 6) Resort – Tour Venue Jump-off Point
Estimated hours needed for rent: 1

Tour End Point - Resort – Dinner Venue – Resort
Estimated hours needed for rent: 5
November 28, 2023 (Day 7) Resort – Tour Venue Jump-off Point
Estimated hours needed for rent: 1

Tour End Point - Resort – Dinner Venue - Resort
Estimated hours needed for rent: 8
November 29, 2023 (Day 8) Resort – Siargao Airport
Estimated hours needed for rent: 1 Extra van needed for baggage

E. Tours and Activities

- *Provision of Italian-speaking coordinator/ tour guide/s in every tour/activity
- *Provision of refreshments and cold towels inside the vehicle during the tours

DAY ACTIVITY TOUR INCLUSIONS

- LUNCH VAN
- November 23, 2023
(Day 2) Manila City Tour
- November 24, 2023 (Day 3) Bohol Countryside Tour
- November 25, 2023
(Day 4) Bohol Island and Cruise Tour
- November 27, 2023
(Day 6) Siargao Island Hopping

F. 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 711,364.84

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 OPMD-MDD RWFP 2023.

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

- Name of the Bidder/Company:
- Address of the Bidder/Company:
- Title of the Project:
- RFQ No. 2023-10-685

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 nplucman@tourism.gov.ph on or before 31 OCTOBER 2023 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Remarks New Deadline of Submission (erratum) *from 3am

Created by Norjannah P Lucman

Date Created 26/10/2023

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