



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10266591
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title Swiss Familiarization Tour in Palawan
Area of Delivery Palawan

Solicitation Number:	2023-10-10	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 304,939.00	Document Request List	0
Delivery Period:	5 Day/s		
Client Agency:		Date Published	27/10/2023
Contact Person:	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com	Last Updated / Time	26/10/2023 17:44 PM
		Closing Date / Time	31/10/2023 10:00 AM

Description

PROJECT TITLE : Swiss Familiarization Tour
 PROJECT DURATION : November 1-5, 2023

I. PURPOSE/OBJECTIVES

The familiarization trip ensures that Swiss 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 Switzerland.

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 two (2) partners from Switzerland and is proposed to take place from November 1 to November 5, 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

- A. Roundtrip 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: 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 two (2) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines.

Components:

A. 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 1, 2023 2 Manila – El Nido/Puerto Princesa(AM) 20 kgs
 November 5, 2023 2 El Nido/Puerto Princesa – Manila(AM) 20 kgs

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 Number of rooms

November 1 – 3

(2 nights) El Nido, Palawan 4 to 5-star or similar DOT-accredited accommodation 2 Swiss participants

November 5

(wash-up room only) Puerto Princesa, Palawan 2 Swiss participants

C. Meals

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

Date Type No. of Pax Remarks

November 1

Breakfast 2 Set breakfast with 1 round of drinks

Lunch 2 Set lunch with 1 round of drinks

Dinner 2 Set dinner with 1 round of drinks

November 2

Lunch 2 Island lunch set-up with 1 round of drinks

Dinner 2 Set dinner with 1 round of drinks

November 3

Lunch 2 Island lunch with drinks

Dinner 2 Set dinner with 1 round of drinks

November 4

Lunch 2 Island lunch set-up with 1 round of drinks

Dinner 2 Set dinner with 1 rounds of drinks

November 5

Breakfast 2 Set breakfast with 1 round of drinks

Lunch 2 Set lunch with 1 round of drinks

Dinner 2 Set dinner with 1 round of drinks

D. Tourist Transport Services

1. Provision of tourist transport services (land and sea) for Palawan 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 1 1 van El Nido, Palawan

- El Nido to San Vicente and San Vicente town transfers

- El Nido town transfers

November 2 1 van & 1 boat in El Nido, Palawan

- Town tour/transfer

- El Nido island hopping tour

November 3 1 van & 1 boat in El Nido and San Vicente, Palawan

- El Nido and San Vicente town transfer

- San Vicente beach tour

November 4

1 van & 1 boat in San Vicente, Palawan

- Pick-up and drop-off

- Port Barton Tour

November 5

1 van in El Nido to Puerto Princesa, Palawan

- El Nido to Puerto Princesa town transfer

- Pick-up and drop-off for underground river tour and Puerto Princesa airport

E. Tours and Activities

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

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

DAY ACTIVITY

November 1 El Nido town tour

November 2 El Nido island hopping/ Nightlife in El Nido

November 3 San Vicente Tour

November 4 Port Barton Tour

November 5 Puerto Princesa Underground River

F. Travel Insurance

Provision of domestic travel insurance for two (2) 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 304,938.58

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 : JAY S. DE GUZMAN

Contact Details : dot4b.bacsecretariat@gmail.com

Created by Faye Angeli Argamosa Reyes

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