



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10261117
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Turkiye Familiarization Trip
Area of Delivery

Solicitation Number: SVP 2023-10-677	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	0
Category: Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract: PHP 988,422.61	Document Request List	0
Delivery Period: 7 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 10:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : Türkiye Familiarization Trip
INCLUSIVE DATES : November 22 to 27, 2023

I. BACKGROUND

In line with the Department's objectives to sustain its presence in Turkey, an opportunity market country, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Tour for the Turkey market in Manila and Coron, from November 22 to 28, 2023, composed of four (4) Turkish Trade participants, and (1) DOT Head Office representative.

The project aims to familiarize the travel trade participants with the new and developed tourism circuits in Manila and Coron, so they stakeholders can better sell these products in the Turkish 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 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 Turkish Trade 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 Turkish 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

- Provision of roundtrip international and domestic air tickets with appropriate baggage allowances (20kgs for international and domestic flights for international guests, and 15 kgs for OPMD officer);
- Ground arrangement for tour package to include single-occupancy accommodations of participants, meals, guided tours and culinary experiences, land (and sea) transfers (inclusive of professional driver fees, drivers' meals and applicable toll fees), environmental fees, portage fees, airport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides;
- Provision of participant's tour kit and guidebook that includes itinerary, contact details, and description of destinations; and
- 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 and Domestic Flights

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

Number of pax Date (TBC) Route Remarks

4 (participants) November 21, 2023 Istanbul - Manila With at least 20kg luggage allowance

5 (participants & OPMD rep) November 24, 2023 Manila - Busuanga With at least 20kg luggage allowance

5 (participants & OPMD rep) November 27, 2023 Busuanga - Manila With at least 20kg luggage allowance for participants

4 (participants) November 27, 2023 Manila - Istanbul With at least 20kg luggage allowance for participants

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 22-24, 2023 (2N) Manila 4 to 5-star or similar DOT-accredited accommodation Single-Occupancy 4 rooms (4 Turkish participants)

November 24-26, 2023 (3N) Coron

C. Meals

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

Date Type Recipient/s Remarks

November 22, 2023

(Day 1) Dinner 4 pax (4 Turkish participants) Dinner at the hotel upon arrival for 4 Turkish delegates

*With one round of drinks

November 23, 2023

(Day 2) Lunch Lunch at a local restaurant in Manila

*With one round of drinks

November 23, 2023

(Day 2) Dinner 4 pax (4 Turkish participants) Dinner reception

*With one round of drinks

November 24, 2023

(Day 3) Lunch 4 pax (4 Turkish participants) Lunch at a local restaurant at the resort

*With one round of drinks

Dinner Dinner at a local restaurant in Coron

*With one round of drinks

November 25, 2023

(Day 4) Dinner 4 pax (4 Turkish participants) Dinner at a local restaurant in Coron

*With one round of drinks

November 26, 2023

(Day 5) Lunch 4 pax (4 Turkish participants) Lunch at a local restaurant in Manila

*With one round of drinks

Dinner Dinner at a local restaurant in Manila

*With one round of drinks

November 27, 2023

(Day 6) Lunch Packed lunch at Busuanga airport

Dinner Dinner at a local restaurant in Manila

*With one round of drinks

D. Tourist Transport Services:

*Includes drivers' fee, meals, accommodation, parking and entrance fees, daily pickups in Manila and Coron,

roundtrip airport transfers, and bottled water onboard

DAY ROUTE REMARKS

November 22, 2023

(Day 1) Airport – Manila Hotel

Estimated hours needed for rent: 1 Additional luggage van

November 23, 2023

(Day 2) Hotel - Tour Venue Jump-off Point

Estimated hours needed for rent: 1

Tour End Point - Hotel - Dinner Venue - Hotel

Estimated hours needed for rent: 5

November 24, 2023

(Day 3) Hotel - Airport

Estimated hours needed for rent: 1

Busuanga Airport – Coron Resort

Estimated hours needed for rent: 1

Resort – Dinner Venue – Resort

Estimated hours needed for rent: 3 Additional luggage vans

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 – Tour Venue Jump-off Point

Estimated hours needed for rent: 1

Resort – Wellness Spa – Dinner Venue - Resort

Estimated hours needed for rent: 5

November 27, 2023

(Day 6) Resort – Busuanga Airport

Estimated hours needed for rent: 1

Manila Airport – Manila Hotel Inspections – Airport

Estimated hours needed for rent: 5 Additional luggage vans

E. Tours and Activities

*Provision of Turkish-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

(Day 2) Manila City Tour

November 24 (Day 3) Half-Day Coron Town Tour

November 25

(Day 4) Coron Ultimate Island Hopping Tour

November 26

(Day 5) Coron Island Escapade Tour

November 26

(Day 5) Wellness Spa Treatment in Coron

F. Health Kits

Provision of five (5) health kits with rubbing alcohol, antiseptic wipes, antiseptic solution, soap, tissue, face mask, elastic bandages, gauze pads.

G. Travel Insurance

Provision of travel insurance for four (4) 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.

H. Giveaways

Provision of four (4) reusable bamboo tumblers.

IV. BUDGET

TOTAL BUDGET: PHP 988,922.61

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.

V. CONTACT PERSON

Contact Person : MICHAEL TEODORO P. GERACHI

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 : mpgerochi@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 10:00 am. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 25/10/2023

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