



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 10290585
Procuring Entity: DEPARTMENT OF TOURISM
Title: Procurement of Services of DOT-accredited Tour Operator for the Conduct of Swiss Familiarization Tour in Bicol on November 14-22, 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023 -11-705	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 313,642.13	Document Request List	0
Delivery Period:	9 Day/s		
Client Agency:		Date Published	08/11/2023
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	Last Updated / Time	08/11/2023 00:00 AM
		Closing Date / Time	13/11/2023 09:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator
 PROJECT TITLE : Swiss Familiarization Tour in Bicol
 PROJECT DURATION : November 14 to 22, 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 one (1) partner from Switzerland and is proposed to take place from November 14 to 22, 2023

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 European 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 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 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 one (1) participant 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 14, 2023 2 Manila – Legazpi City (DRP)

(early morning departure) 20 kgs

November 20, 2023 2 Legazpi City (DRP) – Manila

(morning departure) 20 kgs

B. Accommodation

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

*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 14, and November 20 to 22 (3 nights) Manila 4 to 5-star or similar DOT-accredited accommodation 1 Swiss participant

November 15 to 20, 2023 (5 nights) Bicol 1 Swiss participant

C. Meals

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

Date Type No. of Pax Remarks

November 14 Dinner 1 Set dinner with 1 round of drinks

November 15 Lunch 1 Set lunch with 1 round of drinks

Dinner 1 Set dinner with 1 round of drinks

November 16 Lunch 1 Set lunch with 1 round of drinks

Dinner 1 Set dinner with 1 round of drinks

November 17 Lunch 1 Set lunch with 1 round of drinks

Dinner 1 Set dinner with 1 rounds of drinks

November 18 Lunch 1 Set lunch with 1 round of drinks

Dinner 1 Set dinner with 1 round of drinks

November 19 Dinner 1 Set dinner with 1 round of drinks

November 20 Lunch 1 Set lunch with 1 round of drinks

November 21 Lunch 1 Set lunch with 1 round of drinks

Dinner 1 Set dinner with 1 round of drinks

D. Tourist Transport Services

1. Provision of tourist transport services for Bicol within the prescribed dates.

2. All transport services should include driver's fee and meals, and all applicable fees

Date Type & Quantity Route / Remarks

November 14 1 van Manila

- NAIA to hotel in Pasay

November 15 1 van Manila

- Hotel in Pasay to NAIA

Legazpi

- Legapi City (DRP) Airport to hotel

November 16 1 van Albay

- Whole-day transport service for the tour

November 17 1 van Sorsogon

- Whole-day transport service for the tour

November 18 1 van Albay

- Whole-day transport service for the tour

November 19 1 van Albay

- Whole-day transport service for the tour

November 20 1 van Legazpi

- Hotel to Legapi City (DRP) Airport

Manila

- NAIA to Hotel in Pasay

- Poblacion food experience

November 21 1 van Manila

- Manila outskirts tour

November 22 1 van Manila

- Hotel in Pasay to NAIA

E. Tours and Activities

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

*Provision of refreshments inside the vehicle during the tours

DAY ACTIVITY

November 15 Wellness experience in Bicol

November 16 Mayon Volcano Tour including: ATV adventure, Casa Simeon, Daraga Church, Sumlang Lake with cooking/product demo), Mayon skyline

November 17 Sorsogon Tour (Bulusan Lake experience, Barcelona Church and Ruins, and town proper)

November 19 Pilgrimage/Cultural Tour: Bambusetum Park (food demo/tasting, product display), Farmplate Daraga

November 20 Culinary Tour in Bicol

November 21 and 22 Food experience and/or coffee farm experience (in Manila and/or outskirts)

F. Travel Insurance

Provision of domestic travel insurance for one (1) participant 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 313,642.13 (charged to 2023 RWFP of OPMD MDD – Switzerland)

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 Ave. 1200 Makati City

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

Noted by:

RAYMUND GLEN A. AGUSTIN

Chief, Market Development Division

Office of Product and Market Development

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.

Created by TERESITA A. ROMANES

Date Created 07/11/2023

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