



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10300093
Procuring Entity DEPARTMENT OF TOURISM
Title procurement Familiarization Trip for Media representative from Scandinavia and European Opportunity Markets on November 18-30, 2023.

Area of Delivery

Solicitation Number:	SVP 2023-11-710	Status	Pending
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 982,000.00	Document Request List	0
Delivery Period:	13 Day/s		
Client Agency:		Date Published	10/11/2023
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	09/11/2023 14:49 PM
		Closing Date / Time	13/11/2023 13:00 PM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator PROJECT TITLE : Familiarization Trip for Media Representatives from Scandinavia and European Opportunity Markets PROJECT DURATION : November 18 to 30, 2023

I.

PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services in connection with the Familiarization Trip for Media Representatives from Scandinavia and European Opportunity Markets which will be participated by four (4) delegates from Scandinavian and European Opportunity Markets and One (1) OPMD DOT representative to be implemented on November 18 to 30, 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.

Provision of a tour coordinator to assist guests throughout the travel period and airport representative to assist guests upon arrival and departure in airport;

D.

A Danish, Norwegian or Swedish-speaking tour guide/coordinator is an advantage; and

E.

Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);

III.

SCOPE OF WORK DELIVERABLES

- Provision of roundtrip international and domestic air tickets with appropriate baggage allowances (30kgs for international and domestic flights for international guests, and 20 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, portorage fees, airport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides;
- 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; and
- Provision of a tour coordinator to assist guests throughout the travel period and airport representative to assist guests upon arrival and departure in airport

Components:

A.

International Air Tickets and Domestic Air Tickets

Date (TBC)

Number of pax

Route

Remarks

November 18, 2023

2 (invitees)

Copenhagen-Cebu

ETA: November 19, 2023

With 30kg luggage allowance

November 18, 2023 ,

1 invitee

London - Cebu

ETA: November 19, 2023

With 30kg luggage allowance

November 19, 2023

1 (OPMD rep)

Manila-Cebu

With 20 kg luggage allowance for OPMD rep and guests

November 20, 2023

4 (invitees & OPMD rep)

Cebu-Camiguin

With at least 30 kg luggage allowance for guests;

With 20 kg luggage allowance for OPMD rep

November 21, 2023

1 invitee

Copenhagen - Manila

ETA: November 22, 2023

With at least 30 kg luggage allowance for guests

-Departure flight should not be earlier than 1330H and not later than 1700H of arrival, if possible

November 22, 2023

4 (invitees & OPMD rep)

Camiguin-Manila

With at least 30 kg luggage allowance for guests;

With 20 kg luggage allowance for OPMD rep

November 24, 2023

5 (invitees & OPMD rep)

Manila - Virac

With at least 30 kg luggage allowance for guests;

With 20 kg luggage allowance for OPMD rep

November 29, 2023

5 (invitees & OPMD rep)

Naga-Manila

With at least 30 kg luggage allowance for guests;

With 20 kg luggage allowance for OPMD rep

November 29, 2023

3 (invitees)

Manila-Copenhagen

ETA: November 30, 2023

With 30kg luggage allowance

December 2, 2023

1 (invitee)

Manila-Copenhagen

ETA: December 4, 2023

With 30kg luggage allowance

B.

Accommodation

Accommodations (Single-occupancy room) on the following dates and destinations inclusive of daily breakfastCheck-in (TBC)

Location

Hotel

Room Type

Number of rooms
November 20-21, 2023 (2 nights)
Camiguin
Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating
Single-Occupancy
3 rooms (3 Scandinavian participants)
November 22-23, 2023 and November 29, 2023 (3 nights)
Manila
Scandinavia: 5-star or similar DOT-accredited accommodation or similar rating / closest rating
Single-Occupancy
4 rooms (4 Scandinavian participants)
November 24-26, 2023 (3 nights)
Caramoan
Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating
Single-Occupancy
4 rooms (4 Scandinavian participants)
November 27-28, 2023 (2 nights)
Naga
Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating
Single-Occupancy
4 rooms (4 Scandinavian participants)
C.
Meals
*Food and dietary restrictions of the participants to follow, if any
Date
Type
No. of Pax
Remarks November 19 Dinner 3* Set dinner with 1 round of drinks
November 20
Lunch
3*
Set lunch with 1 round of drinks Dinner 3* Set dinner with 1 rounds of drinks
November 21
Lunch
3*
Set lunch with 1 round of drinks Dinner 3* Set dinner with 1 rounds of drinks
November 22
Lunch
4*
Set lunch with 1 round of drinks November 23 Lunch 4* Set lunch with 1 round of drinks
November 24
Breakfast
4*
Set breakfast with 1 round of drinks Lunch 4* Set lunch with 1 round of drinks
Dinner
4*
Set dinner with 1 rounds of drinks November 25 Lunch 4* Set lunch with 1 round of drinks
Dinner
4*
Set dinner with 1 rounds of drinks November 26 Lunch 4* Set lunch with 1 round of drinks
Dinner
4*
Set dinner with 1 rounds 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 rounds of drinks November 29 Lunch 4* Set lunch with 1 round of drinks
Dinner
4*
Set dinner with 1 rounds of drinks
Check-in (TBC)
Location
Hotel
Room Type
Number of rooms
November 20-21, 2023 (2 nights)
Camiguin
Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating
Single-Occupancy
3 rooms (3 Scandinavian participants)
November 22-23, 2023 and November 29, 2023 (3 nights)
Manila
Scandinavia: 5-star or similar DOT-accredited accommodation or similar rating / closest rating
Single-Occupancy
4 rooms (4 Scandinavian participants)
November 24-26, 2023 (3 nights)
Caramoan
Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating

Single-Occupancy

4 rooms (4 Scandinavian participants)

November 27-28, 2023 (2 nights)

Naga

Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating

Single-Occupancy

4 rooms (4 Scandinavian participants)

* Scandinavian participants

D.

Tourist Transport Services

1. Provision of tourist transport services for Cebu, Manila, Caramoan, Camiguin, and Naga tours within the prescribed dates.

2. Provision of the land and sea transfers on November 24 and 27, 2023

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

4. One van per day per destination

DAY

TRANSFER/REMARKS

November 19

Cebu: Airport to Hotel (1 van, Pick-Up and Drop-Off)

November 20

Cebu: Hotel to Lapu-Lapu City to Airport (1 van, Half-day use)

Camiguin: Airport to Hotel (1 van, Pick-Up and Drop-Off use)

November 21

Hotel to Camiguin Tour to Hotel (1 van, Whole-day use)

November 22

Camiguin: Hotel – Airport (1 van, Pick-Up and Drop-Off use)

Manila: Airport – Hotel – Makati Tour – Hotel (1 van, Whole-day use)

November 23

Hotel – Manila Tour – Hotel (1 van, Whole-day use)

November 24

Manila: Hotel – Airport (1 van, Pick-Up and Drop-Off)

Virac: Airport – Codon Port (1 van, Half-day use)

1 boat: Codon Port – Caramoan Island (Resort)

November 25

Resort – Caramoan Tour – Resort (1 van, Whole-day use)

November 26

Resort – Caramoan Tour – Wellness experience at the resort – Resort (1 van, Whole-day use)

November 27

1 boat: Resort – Guijalo Port

Naga: Port – Naga Tour – Hotel (1 van, Whole-day use)

November 28

Naga: Hotel – Naga Tour – Hotel (1 van, Whole-day use)

November 29

Naga: Hotel – Airport (1 van, Pick-Up and Drop-Off)

Manila: Airport – Hotel – Airport (1 van, Whole-day use)

E.

Tour Activities

*Provision of English or Danish-speaking coordinator/ tour guide/s in every tour/activity

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

DAY

ACTIVITY

November 21

Island Hopping Tour at Camiguin

November 22

Culinary Experience (food & beverage) at Makati City

November 25

Island Hopping Tour at Caramoan

November 26

Wellness experience at Caramoan

November 27

Visit the CamSur Watersports Complex / Explore CWC facilities

Visit the Sonrisa Farm

November 28

Forest Survival Training (Naga City)

F.

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.

II.

BUDGET

ROUND-OFF TOTAL BUDGET: PHP 982,000.00

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.

III.

CONTACT PERSON

Contact Person : JENA ANDREA P. HAYAO

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 : jahayao@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 13 November 2023 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 09/11/2023

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