



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10299201  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Familiarization Tour for Scandinavian and European Opportunity Markets from 22 November to 02 December 2023 in Manila, Puerto Princesa, El Nido and Cebu

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-11-709	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	3
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	10/11/2023
<b>Approved Budget for the Contract:</b>	PHP 953,727.47	<b>Last Updated / Time</b>	10/11/2023 00:00 AM
<b>Delivery Period:</b>	11 Day/s	<b>Closing Date / Time</b>	13/11/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services  
 PROJECT TITLE : Familiarization Tour for Scandinavian Tour Operators  
 INCLUSIVE DATES : November 22 to December 02, 2023

##### I. BACKGROUND

In line with the Department's objectives to sustain its presence in Scandinavia - Norway, Denmark, Sweden, and Finland - a region of opportunity market countries, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Tour for Scandinavian Tour Operators in Manila, Puerto Princesa, El Nido, and Cebu on November 22 to December 2, 2023, composed of five (5) Scandinavian participants, and (1) DOT Head Office representative from the Office of Product and Market Development (OPMD).

The project aims to familiarize the travel trade participants with the new and developed tourism circuits in Manila, Puerto Princesa, El Nido and Cebu so the stakeholders can better sell these products in the Scandinavian markets. 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 Trip for Scandinavian travel agents.

## 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 Finnish-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 (25kgs 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 parking and entrance fees, drivers' meals and applicable toll fees), environmental fees, porterage 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 five (5) 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 and Domestic Flights

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

Number of pax Date (TBC) Route Remarks

3 (participants) November 21 Copenhagen - Manila ETA: November 22

With at least 25kg luggage allowance

1 (participant) November 21

December 2 Bergen - Oslo - Istanbul - Manila

Cebu - Istanbul - Oslo - Bergen ETA: November 22

With at least 25kg luggage allowance

ETA: December 03

With at least 25kg luggage allowance

1 (participant) November 22

November 30 Bangkok - Manila

Cebu - Bangkok With at least 25kg luggage allowance

With at least 25kg luggage allowance

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

6 (participants & OPMD rep) November 29 El Nido - Cebu With at least 25kg luggage allowance for participants

3 (participants) December 2 Cebu - Copenhagen ETA: December 03, 2023

With at least 25kg luggage allowance for participants

1 (OPMD rep) December 2 Cebu - Manila With at least 15kg luggage allowance

### B. Accommodation

\*Provision of single-occupancy hotel accommodation with daily breakfast for all 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 Room Type Number of rooms

November 22-24,

(2 nights)

Check-out date: November 24 Manila 4 to 5-star or similar DOT-accredited accommodation 4 Single-Occupancy and 1 Double-Occupancy 5 rooms (5 Scandinavian participants)

November 24-26,

(2 nights)

Check-out date: November 26 Puerto Princesa City, Palawan  
November 26-27  
(1 night)

Check-out date:  
November 27 Sabang, Palawan

#### C. Meals

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

Date Type Recipient/s Remarks

November 22

(Day 1) Dinner 5 pax (5 Scandinavian participants) Dinner at the hotel upon arrival for 5 Scandinavian delegates

\*With one round of drink

November 23

(Day 2) Lunch 5 pax (5 Scandinavian participants) Lunch at a local restaurant in Manila

\*With two rounds of drink

November 24

(Day 3) Lunch 5 pax (5 Scandinavian participants) Lunch at a local restaurant in Puerto Princesa / at the resort

\*With one round of drink

Dinner Dinner at a local restaurant in Puerto Princesa

\*With one round of drink

November 25

(Day 4) Lunch 5 pax (5 Scandinavian participants) Lunch at a local restaurant in Puerto Princesa

\*With one round of drink

Dinner Dinner at a local restaurant in Puerto Princesa

\*With one round of drink

November 26

(Day) Lunch 5 pax (5 Scandinavian participants) Lunch at a local restaurant in Puerto Princesa

\*With one round of drink

Dinner Dinner at a local restaurant in Sabang / at the resort

\*With one round of drink

November 27

(Day 6) Lunch 5 pax (5 Scandinavian participants) Lunch at a local restaurant in El Nido / at the resort

\*With one round of drink

Dinner Buffet dinner at a local restaurant in El Nido

\*With one round of drink

November 28

(Day 7) Lunch 5 pax (5 Scandinavian participants) Lunch at a local restaurant in El Nido

\*With one round of drink

Dinner Dinner at a local restaurant in El Nido

\*With one round of drink

November 29

(Day 8) Lunch 5 pax (5 Scandinavian participants) Lunch at a local restaurant in Cebu / at the resort

\*With one round of drink

Dinner Dinner at a local restaurant in Cebu / at the resort

\*With one round of drink

November 30

(Day 9) Lunch 4 pax (4 Scandinavian participants) Lunch at a local restaurant in Cebu

Dinner Dinner at the resort

\*With one round of drink

December 1

(Day 10) Lunch 4 pax (4 Scandinavian participants) Lunch at a local restaurant in Cebu

\*With one round of drink

Dinner 4 pax (4 Scandinavian participants) Dinner at another resort for property assessment

\*With one round of drink

December 2

(Day 11) Lunch 4 pax (4 Scandinavian participants) Lunch at a local restaurant in Cebu / at the resort

#### D. Tourist Transport Services:

\*Includes drivers' fee, meals, accommodation, parking and entrance fees, daily pickups in Manila, Puerto Princesa (including Sabang and El Nido), and Cebu, roundtrip airport transfers, and bottled water onboard

#### DAY ROUTE REMARKS

November 22

(Day 1) Airport – Hotel

Total Quantity: 2 vans Additional luggage van for 3 participants arriving from Copenhagen

Of the 2 vans, one will make an additional trip to pick up participant arriving from Oslo at a separate time

Of the 2 vans, another will make an additional trip to pick up participant arriving from Bangkok at a separate time

November 23

(Day 2) Hotel - Tour Venue

Tour End Point – Hotel – Dinner Venue – Hotel

Total Quantity: 1

November 24  
(Day 3) Hotel – Airport

Airport – Puerto Princesa City Resort – Dinner Venue - Resort  
Total Quantity: 2 Additional luggage vans

November 25  
(Day 4) Puerto Princesa City Resort – Dinner Venue - Resort  
Total Quantity: 1

November 26  
(Day 5) Puerto Princesa City Resort – Sabang Tour Venue – Sabang Resort  
Total Quantity: 2 Additional luggage van

November 27  
(Day 6) Sabang – El Nido

El Nido Resort - Dinner Venue - Resort  
Total Quantity: 2 Additional luggage van  
November 29  
(Day 8) El Nido Resort – Airport

Airport – Lunch – Cebu Resort  
Total Quantity: 2 Additional luggage van  
November 30  
(Day 9) Cebu Resort – Airport  
Total Quantity: 1 Participant flying back to Bangkok will depart earlier than the rest of the group

December 1  
(Day 10) Cebu Resort – Dinner Venue - Resort  
Total Quantity: 1

December 2  
(Day 11) Cebu Resort – Airport  
Total Quantity: 2 Additional luggage van for 3 participants flying to Copenhagen

December 3  
(Day 12) Cebu Resort – Airport  
Total Quantity: 1 Participant flying back to Oslo will depart earlier than the rest of the group

Departure from hotel past midnight for early morning flight

#### E. Tours and Activities

\*Provision of English, Danish, Norwegian, and/or Finnish-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 22  
(Day 1) Spa treatment at Manila hotel

November 24  
(Day 3) Half-Day Puerto Princesa City Tour

November 25  
(Day 4) Puerto Princesa Nature Trip  
Options: Mt. Magarwak Sunrise Trek with Nagtabon Beach, Honda Bay Island Hopping

November 26  
(Day 5) Underground River Tour

November 28  
(Day 7) El Nido Island Hopping  
Options: Tour A, B, C, D or any combination of 2

November 30  
(Day 9) Cebu Countryside Tour  
Options: Alegria Canyoneering, Moalboal, Bohol Countryside Day Tour

December 1  
(Day 10) Cebu City and Uphill Tour  
Options: Cebu City and Uphill, Cebu and Mactan  
Spa treatment at Cebu resort

#### 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 953,727.47

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. GEROCHI  
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**  
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 Certification/ Registration Number.
3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
4. Latest Income / Business Tax Return( For ABC above Php 500,000.00)
5. Must be Accredited by DOT.

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before November 13, 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE  
**Date Created** 09/11/2023

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