



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10443560
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Da Nang Media Familiarization Trip (Manila, Tagaytay and Cebu)
Area of Delivery

Solicitation Number:	SVP 2023-12-790	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 943,200.00	Document Request List	0
Delivery Period:	6 Day/s		
Client Agency:		Date Published	23/12/2023
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	22/12/2023 08:54 AM
		Closing Date / Time	27/12/2023 11:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
 PROJECT TITLE : Da Nang Media Familiarization Trip (Manila, Tagaytay and Cebu)
 INCLUSIVE DATES : February 17 to 22, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Vietnamese market, the Philippine Department of Tourism (PDOT) pursues a Marketing Tie-Up with Cebu Pacific Air and its Media partners from Da Nang, Vietnam, covering Metro Manila, Tagaytay and Cebu on February 17 to 22, 2024 composed of six (6) international participants, two (2) Cebu Pacific Air representatives, and two (2) OPMD-MDD staff/coordinator.

Hence, the Department 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 upcoming Da Nang Media Familiarization Trip.

II. MINIMUM REQUIREMENTS:

- Must be accredited by the Department of Tourism and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- Must have handled DOT domestic and ASEAN tour groups within the last 4 years and DOT Trade and Media invitational from overseas within the last 5 years;
- Provision of a tour coordinator to assist guests throughout the travel period;
- Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;

- E. Provision of airport representative to assist guests upon arrival and departure in airport;
- F. Provision of hygiene kits for all participants;
- G. Must be willing to provide services on send-bill arrangement;
- H. A Vietnamese-speaking tour guide/coordinator is an advantage; and
- I. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for eight (8) participants to cover 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;
- Ground arrangement for tour packages, environmental fees, portage fees, roundtrip airport to seaport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides, single-occupancy accommodation inclusive of daily breakfast, and full board meals (breakfast, lunch, and dinner);
- Provision of hygiene kits for all participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and

COMPONENTS:

A. Accommodation

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

Check-in Dates Location Hotel Room Type Number of rooms

February 17 to 20, 2024 (4D/3N) Makati Area 5-star DOT-accredited property or similar Single-Occupancy 8 rooms

February 20 to 22, 2024 (3D/2N) Cebu City 5-star DOT-accredited property or similar

February 17 to 20, 2024 (4D/3N) Makati Area DOT-accredited accommodation based on EO 77 2 rooms

February 20 to 22, 2024 (3D/2N) Cebu City

B. Full Board Meals

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

Date Type Number of Pax Remarks

February 18, 2024

(Day 2) Breakfast 8 pax Breakfast upon arrival in Manila with one round of drink

Lunch Lunch at a local restaurant in Manila with one round of drink

Dinner Dinner at a local restaurant/hotel in Makati with one round of drink

February 19, 2024

(Day 3) Breakfast Breakfast in Tagaytay with one round of drink

Lunch Lunch at a local restaurant in Tagaytay with one round of drink

Dinner Dinner at a local restaurant/hotel in Makati with one round of drink

February 20, 2024

(Day 4) Lunch Lunch at a local restaurant in Cebu with one round of drink

Dinner Dinner at a local restaurant in Cebu with one round of drink

February 21, 2024

(Day 5) Lunch Lunch at a local restaurant in Cebu with one round of drink

Dinner Dinner at a local restaurant in Cebu with one round of drink

February 22, 2024

(Day 6) Lunch Lunch at a local restaurant in Cebu/Manila with one round of drink

February 18 to 22, 2024 (Days 2-6) Breakfast, lunch and dinner 2 pax Meals for 2 DOT representatives based on EO 77

C. Tourist Transport Services:

*Includes toll drivers' fee, meals and accommodation, parking and entrance fees and boat rides (if any) and bottled water onboard;

*Provision of 1 tour guide per van with tour coordinator throughout the trip

DAY TYPE QUANTITY ROUTE/REMARKS

February 18, 2024

(Day 2) Coaster and Van 1 Coaster and 1 luggage van 1 coaster and 1 luggage van for airport transfer and tour for the whole day

February 19, 2024

(Day 3) 1 coaster for Tagaytay transfer and whole day tour

February 20, 2024

(Day 4) 1 coaster and 1 luggage van for airport transfer in Manila and Cebu, and whole day tour in Cebu

February 21, 2024

(Day 5) 1 coaster for whole day transfer for tours in Cebu

February 22, 2024

(Day 6) 1 coaster and 1 luggage van for airport transfer in Manila and Cebu, and half day use in Manila

D. Tours

*Must include all entrance and applicable fees

DAY ACTIVITY

February 18, 2024

(Day 2) Manila City Tour for all participants (Rizal Park, Intramuros, Fort Santiago, Manila Cathedral, San Agustin Church and Casa Manila)

Food and Pubcrawl in Poblacion, Makati for all participants

February 19, 2024

(Day 3) Tagaytay tour with lunch and wellness tour activity for all participants

February 20, 2024

(Day 4) Mactan City Tour for all participants

February 21, 2024 (Day 5) Kawasan Falls Activity and Cebu City Tour for all participants (including Temple of Leah)

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

*Provision of refreshments inside the vehicle during the tours

*Provision of 1 tour guide per vehicle

E. Travel Kits

*Provision of ten (10) travel kits for all participants containing hygiene kit (1 ecobag with alcohol, tissue, wipes, candies inside a pouch, local delicacies, dry bag and portable fan)

F. Travel Insurance

*Provision of travel insurance for eight (8) 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 943,200.00

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 2023 Approved RWFP of the Office of Product and Market Development.

V. CONTACT PERSON

Contact Person : JUSTINNE AUBREY P. GUCE

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 : jcprovido@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 27, December 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 21/12/2023

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