



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10444070
Procuring Entity DEPARTMENT OF TOURISM
Title VIA.COM Familiarization Trip Program (Manila and Bohol)
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-12-792	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	22/12/2023
Approved Budget for the Contract:	PHP 980,000.00	Last Updated / Time	22/12/2023 00:00 AM
Delivery Period:		Closing Date / Time	27/12/2023 10:00 AM
Client Agency:			
Contact Person:	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
 PROJECT TITLE : VIA.COM Familiarization Trip Program (Manila and Bohol)
 INCLUSIVE DATES : January 28 to February 01, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Indonesian market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip Program with VIA.COM, an Online Travel Agency company in Indonesia, covering Metro Manila and Bohol on January 28 to February 01, 2024 composed of five (5) international participants 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 VIA.COM Familiarization Trip Program.

II. MINIMUM REQUIREMENTS:

- A. 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;
- B. 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;
- C. Provision of a tour coordinator to assist guests throughout the travel period;
- D. 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. An Indonesian-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for five (5) 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 package, roundtrip international and domestic air tickets (for 5 international participants, and domestic tickets for 2 DOT representatives), 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 (lunch, AM and PM snacks and dinner);
- Provision of hygiene kits for all participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

COMPONENTS:

A. International and Domestic Airline taxes

*Provision of roundtrip international and domestic air tickets for 5 international participants

*Provision of roundtrip domestic air tickets for 2 DOT OPMD representatives

(must be rebookable and with minimal fees)

Number of pax Date Route Class Baggage Allowance

5 January 28, 2024 Jakarta to Manila (0120H departure) Economy Class 30kgs

5 February 01, 2024 Manila to Jakarta (2105H departure) Economy Class 30kgs

7 January 29, 2024 Manila to Tagbilaran (0920H departure) Economy Class 30kgs

7 February 01, 2024 Tagbilaran to Manila (1140H departure) Economy Class 30kgs

B. Accommodation

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

Check-in Dates Location Hotel Room Type Number of rooms

January 28 to 29, 2024 (2D/1N) Makati Area 5-star DOT-accredited property or similar Single-Occupancy 5 rooms

January 29 to February 01, 2024 (4D/3N) Barrio Bolod, Panglao Island 5-star DOT-accredited property or similar

January 28 to 29, 2024 (2D/1N) Makati Area DOT-accredited accommodation based on EO 77 2 rooms

January 29 to February 01, 2024 (4D/3N) Barrio Bolod, Panglao Island

C. Full Board Meals

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

Date Type Number of Pax Remarks

January 28, 2024

(Day 1) Breakfast 5 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 Manila with one round of drink

January 29, 2024

(Day 2) Lunch Lunch at a local restaurant/resort in Bohol with one round of drink

Dinner Dinner at a local restaurant/resort in Bohol with one round of drink

January 30, 2024

(Day 3) Dinner Dinner at a local restaurant in Bohol with one round of drink

January 31, 2024

(Day 4) Dinner Dinner at a local restaurant in Bohol with one round of drink

February 01, 2024

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

Dinner Early dinner at a local restaurant in Manila with one round of drink

January 28 to February 01, 2024 (Day 1-5) Breakfast, lunch and dinner 2 pax Meals for 2 DOT representatives based on EO 77

D. 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

January 28, 2024

(Day 1) Van 2 Vans 2 vans for airport transfer and tour for the whole day

January 29, 2024

(Day 2) Van 2 Vans 2 vans for airport transfer in Manila and Bohol, and transfers for dinner in Bohol

January 30, 2024

(Day 3) Van 2 Vans 2 vans for transfer during the tour (whole day use)

Boat 1 Boat 1 boat, fit for 10-15 pax with own restroom, outsourced from the billeting hotel/property in Bohol for transfer during the Island Hopping activity

January 31, 2024

(Day 4) Van 2 Vans 2 vans for transfer during the tour (whole day use)

February 01, 2024

(Day 5) Van 2 Vans 2 vans for airport transfer and tour for the whole day both in Manila and Bohol

E. Tours

*Must include all entrance and applicable fees

DAY ACTIVITY

January 28, 2024

(Day 1) Manila City Tour for all participants (Rizal Park, Intramuros, Fort Santiago, Manila Cathedral, San Agustin Church and Casa Manila)

January 30, 2024

(Day 3) Island Hopping (Balicasag, Dolphin Watching, Virgin Island, etc) with lunch for all participants

January 31, 2024

(Day 4) Bohol Countryside Tour (Chocolate Hills, Tarsier Watching, Loboc River Cruise, etc.) with lunch for all participants

*Provision of English or Indonesian-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

F. Travel Kits

*Provision of seven (7) 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)

G. 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 980,000.00

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 2023 Approved RWFP of the OPMD-MDD ASEAN.

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 : jcpovido@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 mbbuscano@tourism.gov.ph on or before 27 December 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Val Raymund Cristobal Cervantes

Date Created 21/12/2023

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