



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 10843264
Procuring Entity: DEPARTMENT OF TOURISM
Title: Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Familiarization Trip for European Travel Agents on May 29 to June 08, 2024

Area of Delivery

Solicitation Number: RFQ NP-SVP 2024-05-0164	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 990,142.08	Document Request List	0
Delivery Period: 11 Day/s		
Client Agency:	Date Published	11/05/2024
Contact Person: TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph	Last Updated / Time	10/05/2024 12:09 PM
	Closing Date / Time	14/05/2024 14:00 PM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : Familiarization Trip for European Travel Agents
INCLUSIVE DATES : May 29 to June 08, 2024

I. BACKGROUND

In line with the Department's objectives to sustain its presence in France, an opportunity market country, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Trip for European Travel Agents in Metro Manila, Puerto Princesa and El Nido from May 29 to June 08, 2024, composed of three (3) European participants, and (1) DOT representative.

Hence, the Department is in need of the 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 European Travel Agents.

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 the Travel and Tour Agencies and Tour Guides under the New Normal;
- Must have handled foreign familiarization tours or groups within the last four (4) years. Specialization in handling French/Spanish tour groups is an advantage;
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the

amount to be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited from the total contract prize.

- D. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- E. Provision of a tour coordinator to assist guests throughout the travel period;
- F. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- G. Provision of airport representative to assist guests upon arrival and departure in airport;
- H. Must be willing to provide services on send-bill arrangement; and
- I. A Spanish-speaking tour coordinator/guide is an advantage

III. SCOPE OF WORK DELIVERABLES

- A. Provision of roundtrip international (MAD-DXB-MNL; MNL-DXB-MAD) and domestic air tickets including taxes and fees (MNL-PPS; ENI-MNL) with appropriate baggage allowances for three (3) Spanish participants and one (1) DOT representative;
- B. Van rental inclusive of professional driver fees, drivers' meals and applicable parking and toll fees;
- C. Single-occupancy accommodation inclusive of daily breakfast;
- D. Full board lunch and dinner meals, and snacks;
- E. 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;
- F. DOT-accredited tour guides for the entire trip;
- G. Provision of domestic travel insurance for three (3) Spanish participants to cover possible medical claims including COVID-19, trip cancellation and termination within the Philippines; and
- H. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

COMPONENTS:

A. International and Domestic Airline Tickets

*Roundtrip international and domestic airline tickets for the three (3) Spanish participants and one (1) DOT representative; Must be rebookable with minimal fees

Number of pax	Date (TBC)	Route	Baggage Allowance
3	May 29, 2024	MAD – DXB – MNL	(1525H departure)
With at least 30kg luggage allowance			
June 07, 2024	MNL – DXB – MAD	(2355H departure)	
4	June 01, 2024	MNL – PPS	(1040H departure)
June 07, 2024	ENI – MNL	(1210H departure)	

B. Accommodation

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

Check-in (TBC)	Location	Hotel Room Type	Number of rooms
May 30 to June 01, 2024 (3D/2N)	Makati City	4 to 5-star hotel or similar DOT-accredited accommodation	Single-Occupancy 3 rooms
June 01 to 02, 2024 (2D/1N)	Hagedorn Rd., Puerto Princesa	DOT-accredited resort	
June 02 to 04, 2024 (3D/2N)	San Vicente, Palawan	DOT-accredited resort	
June 04 to 07, 2024 (4D/3N)	Lio Tourism Estate, El Nido, Palawan	DOT-accredited resort	
May 30 to June 01, 2024 (3D/2N)	Makati City	DOT-accredited accommodation based on EO 77	1 room
June 01 to 02, 2024 (2D/1N)	Hagedorn Rd., Puerto Princesa		
June 02 to 04, 2024 (3D/2N)	San Vicente, Palawan		
June 04 to 07, 2024 (4D/3N)	Lio Tourism Estate, El Nido, Palawan		

C. Meals

*Food and dietary restrictions of the participants to follow. Must include one round of drinks per meal.

Date	Type	Number of pax	Remarks
May 30, 2024 (Day 1)	Dinner	3	Dinner at a local restaurant in Manila
May 31, 2024 (Day 2)	Lunch		Lunch at a local restaurant in Manila
	Dinner		Dinner at a local restaurant in Manila
June 01, 2024 (Day 3)	Lunch		Lunch at a local restaurant in Puerto Princesa
	Dinner		Dinner at a local restaurant in Puerto Princesa
June 02, 2024 (Day 4)	Lunch		Lunch at a local restaurant in Puerto Princesa
	Dinner		Dinner at a local restaurant in San Vicente
June 03, 2024 (Day 5)	Lunch		Lunch at a local restaurant in San Vicente
	Dinner		Dinner at a local restaurant in San Vicente
June 04, 2024 (Day 6)	Lunch		Lunch at a local restaurant in El Nido
	Dinner		Dinner at a local restaurant in El Nido
June 05, 2024 (Day 7)	Lunch		Lunch at a local restaurant in El Nido
	Dinner		Dinner at a local restaurant in El Nido
June 06, 2024 (Day 8)	Lunch		Lunch at a local restaurant in El Nido
	Dinner		Dinner at a local restaurant in El Nido
June 07, 2024 (Day 9)	Lunch		Lunch at a local restaurant in Manila
	Dinner		Dinner at a local restaurant in Manila
May 30 to June 07, 2024	Lunch, dinner	1	For 1 DOT representative, based on EO 77

D. Tourist Transport Services:

*Includes drivers' fee, meals, accommodation, parking and entrance fees, roundtrip airport transfers, and bottled water onboard

DAY TYPE QUANTITY ROUTE/REMARKS

May 30, 2024 (Day 1) Van 1 Van 1 van for airport transfer to hotel in Manila/Makati
1 van for dinner in Manila/Makati
May 31, 2024 (Day 2) 1 van for whole day use in Manila
June 01, 2024 (Day 3) 1 van for airport transfer in Manila
1 van for whole day use in PPS (tour and airport transfer)
June 02, 2024 (Day 4) 1 van for whole day use in PPS and departure to San Vicente
June 03, 2024 (Day 5) 1 van for whole day use in San Vicente
June 04, 2024 (Day 6) 1 van for transfer to El Nido
June 05, 2024 (Day 7) 1 van for El Nido Tour
June 06, 2024 (Day 8) 1 van for El Nido Tour
June 07, 2024 (Day 9) 1 van for airport transfer in El Nido
1 van for airport transfer in Manila

E. Tours and Activities

*Must include all entrance and applicable fees for all participants

*Provision of Spanish-speaking coordinator/ tour guide/s in every tour/activity

DAY ACTIVITY

May 30, 2024 (Day 1) Wellness Activity
May 31, 2024 (Day 2) Manila Heritage Tour
June 01, 2024 (Day 3) Puerto Princesa Heritage Tour
June 02, 2024 (Day 4) Puerto Princesa Underground River Tour
June 03, 2024 (Day 5) San Vicente Port Barton Island Hopping
June 05, 2024 (Day 7) El Nido Island Hopping Tour A
June 06, 2024 (Day 8) El Nido Inland Tour

F. Travel Insurance

Provision of travel insurance for three (3) participants covering medical treatments with COVID-19, 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 990,142.08

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 approved 2024 OPMD-MDD Work and Financial Plan.

V. CONTACT PERSON

Contact Person : JUSTINNE AUBREY P. GUCE
Address : Office of Product and Market Development
Market Development Division
5F The New DOT Building
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Email Address : jcprovido@tourism.gov.ph

Noted by:

GWENDOLYN S. BATOON
OIC-Chief
Market Development Division

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 10/05/2024

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