



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10937748
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Ground Handling / Tour Operator Services for the Vietnam Airlines Familiarization Trip: Saigon Agents

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-06-0208	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	09/06/2024
Approved Budget for the Contract:	PHP 820,600.00	Last Updated / Time	09/06/2024 00:00 AM
Delivery Period:	6 Day/s	Closing Date / Time	13/06/2024 10:00 AM
Client Agency:			
Contact Person:	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 Vietnam Airlines Familiarization Trip: Saigon Agents
 INCLUSIVE DATES June 17 21, 2024

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 Familiarization Trip Program in partnership with Vietnam Airlines and their top Saigon Trade Agents, covering Manila, Tagaytay and Quezon on June 17 to 21, 2024 composed of ten (10) 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 Vietnam Airlines Familiarization Trip.

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 domestic and ASEAN tour groups within the last 4 years and Travel Trade and Media invitational from overseas within the last 5 years;
- C. 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. Provision of a tour coordinator to assist guests throughout the travel period;

E. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;

Provision of airport representative to assist guests upon arrival and departure in airport;

G. Provision of travel kits for all participants;

H. Must be willing to provide services on send-bill arrangement;

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 price;

J. A Vietnamese-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

Provision of travel insurance for ten (10) international 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 including environmental fees, portage fees, roundtrip airport transfers with provisions for transportation of luggage, 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 travel kits for all participants;

Van/Coaster 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. Accommodation

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

Check-in Dates Location Hotel Room Type Number of rooms

June 16 to 21, 2024 (6D/5N) Makati City 5-star DOT-accredited Property or similar Single Occupancy 10 rooms

Makati City Based on EO 77 2 rooms

B. Full Board Meals

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

Date Number of Pax Remarks

June 17, 2024 (Day 1) Lunch 10 pax 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

June 18, 2024 (Day 2) Breakfast Breakfast at a local restaurant in Tagaytay with one round of drink

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

June 19, 2024

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

June 20, 2024 Day 4 Dinner Dinner at a local restaurant in Manila with one round of drink

June 17 to 21, 2024

Day 1-5 Lunch and dinner 2 pax Meals for 2 DOT representatives based on

EO 77 *Except lunch for days 2 and 4

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

June 17, 2024 Coaster and van 1 coaster and 1 van 1 coaster and 1 luggage van for airport transfer and whole day use in Manila

June 18, 2024 (Day 2) Coaster 1 coaster 1 coaster for whole day use in Manila and Tagaytay

June 19, 2024 (Day 3) Coaster 1 coaster 1 coaster for whole day use in Manila

June 20, 2024 (Day 4) Coaster 1 coaster 1 coaster for whole day use in Manila and Quezon

June 21, 2024 (Day 5) Coaster and van 1 coaster and 1 van 1 coaster and 1 luggage van for airport transfer

D. Tours

*Must include all entrance and applicable fees for all participants (12 pax)

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

*Provision of refreshments inside the vehicle during the tours

DAY ACTIVITY

June 17, 2024 (Day 1) Manila City tour with Binondo food crawl

June 18, 2024 (Day2 Tagaytay incentivized wellness tour (includes lunch)

June 19, 2024 (Day4) Villa Escudero Tour (includes lunch)

E. Travel Kits

*Provision of twelve (12) 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 ten (10) 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: PI-IP 820,600.00

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 2024 Work and Financial Plan of the OPMD-MDD.

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 icprovido@tourism.gov.ph

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 June 13, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 08/06/2024

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