



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10937232  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of a Tour Operator for the Philippine Hosting of the United Nations Tourism Regional Gastronomy Forum

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-06-2026	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	08/06/2024
<b>Approved Budget for the Contract:</b>	PHP 986,666.00	<b>Last Updated / Time</b>	08/06/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	11/06/2024 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

##### II. OBJECTIVES

Pursuant to the National Tourism Development Plan 2023-2028, the industry envisions the Philippines to be a leading MICE destination in Asia Pacific and the Middle East. For the meetings sector, this means an improvement in the country's International Congress and Convention Association (ICCA) rank from being 14th of 35 countries in the region in 2016 to being in the top 10 by 2030 in terms of having the most number of meetings. Other measures will have to be developed to gauge the country's performance in incentive travel, conventions and exhibitions.

##### III. SCOPE OF WORK AND DELIVERABLES

The DOT will procure the services of a tour operator for the provision of the following requirements which shall be opened for public bidding on one (1) lot as follows:

##### PARTICULARS REMARKS

##### A. Specifications

No. of Guests: 20 pax Local Media personalities and representatives  
Destinations: Cebu (Cebu City and Camotes island)  
Date of Implementation: June 26-28, 2024  
Php 986,666.00

## B. Services and Deliverables

### Deliverables Specifications

Domestic Air ticket A. MNL-CEBU-MNL

No. of Pax: 20

Flight Schedule:

Departure: June 26, 2024

Return: June 28, 2024

Flexible, re-bookable, refundable roundtrip Economy class, airfare with 20 kgs baggage and media equipment allowance per pax per way, inclusive of terminal fees

Hotel Accommodation

B. Single Occupancy: 20 deluxe rooms or its equivalent located within the premises of the event

Cebu:

In: June 26

Out: June 27

Camotes Island:

In: June 27

Out: June 28

Buffet breakfast included with flexible arrangement

Local Transportation C. 1. Bus

Cebu: June 26/28

-DOT-accredited

-Inclusive of gas, parking fees, and overtime fees

-With adequate number of umbrellas

-On-board basic first-aid kit

-Luggage compartment provision or an extra vehicle for luggage (arrival/departure)

-In case there is mechanical problem, a replacement must be provided within an hour

-With a professional driver familiar with the route

-Route:

Airport-hotel

Transfers

Route based on

Cebu itinerary

2. Ferry

Cebu-Camotes-Cebu

June 27 – 1st available trip

June 28 – last available trip

RT ferry boat fare for 20 pax with porterage fees and environmental fees included

3. In-land transportation Provision of transport preferably air-conditioned vans for 20 pax in Camotes Island on June 27 and 28 and/or bus if available (with luggage storage provision as well)

4. Bus

Cebu Port – Mactan

Airport

transfers only (June

28 with provision for

Luggage

Compartment

Organization of press conference D. Mounting of a press conference for media with provision for venue, set up and event management.

Tour E. Camotes Island Tour

-Book, conduct, coordinate in advance with concerned entities, provide interactive/experiential tours and tour activities for 20 pax (upon arrival on June 27 and on June 28)

-Should be inclusive of all entrance, environmental fee and other associated fees, if any, including diving with dive equipment/gear/boat rental, service of dive masters/guides

-Alternative tour activities in fortuitous cases or force majeure, subject to approval of DOT

-Provision of water onboard

- Arrangement of meetings with local tourism officials, industry stakeholders, and community representatives to facilitate networking and exchange of information

Meals F. Incentivized lunch and dinner for a maximum of 20 pax during the whole travel period amounting to

Php1,000/pax per meal

Menu must include at least five (5) viands of local cuisines and delicacies of the province or locality and choice of drink

Am and/or PM Snack (on board)

Meals at Camotes Island, to be accompanied by local performances.

Travel and Accident Insurance G. Provision of travel and accident insurance for each of the twenty (20) national media participants in case of emergency trip cancellation or emergency trip termination;

Media kit H. Event related materials for 20 pax

- Valid information for press releases
- Folders
- USB
- With internet access to venues
- Extra bond papers
- Pens
- ID for Media

Twenty (20) tour kits amounting to Php700/kit, must include the following:

- I. One (1) face towel
- J. One pack, wet wipes
- K. One pack, facial tissue
- L. One (1) paper soap
- M. One (1) 30 ml isopropyl alcohol in spray bottle
- N. One (1) small insect repellent lotion
- O. One (1) small face and body sunblock
- Others P. Tour Booklet to include the itinerary with description of each destination, directory of DOT representatives and other details deemed necessary (both hard and soft copy downloadable via QR code)

Provision of one tour coordinator and 1 regional tour guide to accompany the group for the whole duration of the trip including airport and seaport transfers to assist in arrival and departure.

Regional tour guide must be DOT-accredited with a CV provided (Certificate of accreditation and CV to be submitted 5 days before the scheduled trip)

Provision of first aid medical kits for the participants;

#### IV. BUDGET BREAKDOWN

Particulars Remarks Total Cost

Accommodation

a. Cebu

b. Camotes Island

Php 6,000/pax X 20 X 1 night

Php 4,000/pax X 20 X 2 nights

120,000.00

160,000.00

Air Ticket Php 8,400.00/way X 20 pax X 2 336,000.00

Tour Php 4,950.00/pax X 20 99,000.00

Transportation

a. Cebu

b. Camotes Island

1 bus for 20 pax (June 26)

1 bus for 20 pax (hotel to port transfer only – June 27)

1 bus for 20 pax (port to airport transfer only – June 28)

Php 8,000/van X 2 vans X 2 nights

Ferry for 20 pax X 2 ways 91,066.00

32,000.00

Meals Php 1,000/meal X 6 meals X 20 (June 26-28) 120,000.00

Pocket Press conference (Flexible date and time) 8,600.00

Media kits Php1,000.00 X 20 pax 20,000.00

Grand Total Cost Php 986,666.00

V. Gender Development Objectives:

- Promote equal opportunities for men and women to receive training and be employed in the tourism industry;
- Targeting some 45% women participants

#### VI. LEGAL BASIS

As part of its extensive information drive program to position the Department of Tourism's (DOT) work towards maintaining the standards of excellence in all media platforms, the Office of Public Affairs and Advocacy conducts Media Familiarization Tours and Incentive Travel Programs featuring both established and emerging tourist destinations across the Philippines.

By continuously engaging the media and key opinion leaders, the event aims to maximize the Department's media

exposure and ensure that its public image remains positive, while sustaining its efforts in promoting Philippine tourism.

#### VII. REQUIREMENTS FOR SUPPLIERS

1. Must be a DOT-accredited Tour Operator;
2. Duly registered Philippine company with appropriate government agency;
3. Must have handled domestic tour groups with foreign participants within the last 4 years;
4. Ground arrangement (inclusive of roundtrip domestic airfare, single-occupancy accommodation, tourist transport services, full board meals and snacks, and tour packages with activities, toll and entrance fees);
5. Provision of group travel insurance for twenty (20) national media participants in case of emergency, trip cancellation or emergency trip termination;
6. Provision of tour coordinator to assist guests throughout the travel period;
7. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
8. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
9. Provision of airport representative to assist guests upon arrival and departure in airport;
10. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;
11. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
12. 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.
13. Breakdown of prices and services included in the quotation should be complete with E-VAT and other government taxes;
14. Unutilized services/slots, if any, must not be charged to DOT and be excluded from the final billing;
15. With office and representation in Metro Cebu.

-----due to the distorted table/format, KINDLY REFER TO THE ATTACHED

#### TECHNICAL SPECIFICATIONS

##### **Other Information**

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

with details such as:

Name of the Bidder/Company:  
Address of the Bidder/Company:  
Title of the Project:  
RFQ No. 2024-06-0206

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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)  
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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 [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 11 June 2024, 12 pm. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 07/06/2024

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