



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10936683
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited tour operator/Ground Handling for the Conduct of Familiarization trip for French Media

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-06-0205	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	08/06/2024
Approved Budget for the Contract:	PHP 956,263.68	Last Updated / Time	08/06/2024 00:00 AM
Delivery Period:	9 Day/s	Closing Date / Time	13/06/2024 09:00 AM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
 PROJECT TITLE : Familiarization Trip for French Media
 INCLUSIVE DATES : June 20 to 28, 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 French Media in Metro Manila, Tagaytay and Coron, Palawan from June 20 to 28, 2024, composed of three (3) French media participants.

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 French Media.

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 the Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled foreign familiarization tours or groups within the last four (4) years. Specialization in handling French tour groups is an advantage;
- 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. 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. Provision of travel kits/supplies and materials for the participants;
- I. Must be willing to provide services on send-bill arrangement;
- J. 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;
- K. A French-speaking tour coordinator/guide is an advantage

III. SCOPE OF WORK DELIVERABLES

- A. Provision of roundtrip international (CDG-DXB-MNL; MNL-DXB-CDG) and domestic air tickets including taxes and fees (MNL-USU-MNL) with appropriate baggage allowances for three (3) French participants;
- 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) French 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 economy airline tickets for the three (3) French participants must be rebookable with minimal fees

Number of pax	Date	Route	Baggage Allowance
3	June 20, 2024	CDG – DXB – MNL (1535H departure)	With at least 30kg baggage allowance
	June 21, 2024	MNL – DXB – CDG (2355H departure)	
	June 24, 2024	MNL – USU (1020H departure)	
	June 27, 2024	USU – MNL (1145H 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
June 20 to 24, 2024	(4D/3N) Metro Manila	4 to 5-star hotel or similar DOT-accredited accommodation	Single-Occupancy 3
June 24 to 27, 2024	(4D/3N) Coron Town Proper	4-star or similar DOT-accredited resort	

C. Meals

*Food and dietary restrictions of the participants to follow. All meals must include one round of drinks.

Date	Type	Number of pax	Remarks
June 21, 2024 (Day 1)	Dinner 3 Lunch	3	Lunch at a local restaurant in Metro Manila upon arrival
June 22, 2024 (Day 2)	Lunch Lunch	3	Lunch at a local restaurant in Metro Manila
June 23, 2024 (Day 3)	Dinner 6 Dinner	6	Dinner at a local restaurant in Metro Manila
June 23, 2024 (Day 3)	Lunch 3 Lunch	3	Lunch at a local restaurant in Tagaytay
June 24, 2024 (Day 4)	Dinner 6 Dinner	6	Dinner at a local restaurant in Metro Manila
June 24, 2024 (Day 4)	Lunch 3 Lunch	3	Lunch at a local restaurant in Coron
June 25, 2024 (Day 5)	Dinner 6 Dinner	6	Dinner at a local restaurant in Coron
June 25, 2024 (Day 5)	Lunch 3 Lunch	3	Lunch at a local restaurant in Coron
June 26, 2024 (Day 6)	Dinner 6 Dinner	6	Dinner at a local restaurant in Coron
June 26, 2024 (Day 6)	Lunch 3 Lunch	3	Lunch at a local restaurant in Coron
June 27, 2024 (Day 7)	Dinner Dinner		Dinner at a local restaurant in Coron
June 27, 2024 (Day 7)	Lunch Lunch		Lunch at a local restaurant in Metro Manila
June 27, 2024 (Day 7)	Dinner Dinner		Dinner at a local restaurant in Metro Manila

D. Tourist Transport Services:

*Includes drivers' fee, meals, accommodation, parking and entrance fees, daily pickups in Metro Manila and Coron, roundtrip airport transfers, and bottled water onboard

DAY TYPE QUANTITY ROUTE/REMARKS

June 21, 2024	Van 2 Vans	2 vans for airport transfer to hotel in Metro Manila; 1 for participants, 1 for baggage
June 22, 2024	Van 1 Van	1 van for whole day use in Metro Manila
June 23, 2024	Van 1 Van	1 van for whole day use in Metro Manila and Tagaytay
June 24, 2024	Van 2 Vans	2 vans for airport transfer in Manila and Coron (1 for participants, 1 for baggage); and whole day use in Coron
June 25, 2024	Van 1 Van	1 van for whole day use in Coron
June 26, 2024	Van 1 Van	1 van for whole day use in Coron
June 27, 2024	Van 2 Vans	2 vans for airport transfer in Coron and Manila (1 for participants, 1 for baggage); and whole day use in Metro Manila

E. Tours and Activities

- *Must include all entrance and applicable fees for all participants
- *Provision of French-speaking coordinator/ tour guide/s in every tour/activity

DAY ACTIVITY

June 21, 2024 (Day 1) Wellness activity
June 22, 2024 (Day 2) Binondo walking tour and food crawl, including intramuros bambike tour
June 23, 2024 (Day 3) Tagaytay, Taal Heritage Town and Taal Volcano Tour
June 24, 2024 (Day 4) Coron Town and Night Tour
June 25, 2024 (Day 5) Coron Ultimate Island Hopping
June 26, 2024 (Day 6) Coron Island Escapade Malcapuya

F. Travel Insurance

Provision of travel insurance for three (3) participants covering medical treatments including 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.

G. Supplies and Materials

Provision of travel kits for three (3) participants including 50ml alcohol spray bottle, handy pack tissue, biodegradable wipes, 10 pcs face mask, and an eco bag.

IV. BUDGET

TOTAL BUDGET: PHP 951,181.94

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
351 Sen Gil Puyat Avenue, Brgy. Bel Air, 1200 Makati City
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 07/06/2024

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