



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11157615
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Tour Operator/Ground Handling for the Conduct of Post-PHITEX Familiarization Trips for Opportunity Markets (Middle East) on September 02-10, 2024

Area of Delivery

Solicitation Number:	RFQ SVP NP #2024-08-0274	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	16/08/2024
Approved Budget for the Contract:	PHP 998,452.38	Last Updated / Time	16/08/2024 00:00 AM
Delivery Period:	9 Day/s	Closing Date / Time	20/08/2024 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 : Post-PHITEX Familiarization Trips for Opportunity Markets (Middle East)
 INCLUSIVE DATES : September 02 to 10, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in Middle East market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip program in partnership with Cebu Pacific Air for United Arab Emirates (UAE) based travel trade agents in Metro Manila, Bohol, and Cebu from September 02 to 10, 2024, composed of five (5) UAE based participants, one (1) Cebu Pacific airlines representative, and one (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 Post-PHITEX Familiarization Trips for Opportunity Markets (Middle East)

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 domestic and international groups and Travel Trade and Media invitational from overseas; (Please attach proof)
 - 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 tour guide during the tour program when deemed appropriate;
 - E. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
 - F. 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; and
 - I. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);

III. SCOPE OF WORK DELIVERABLES

- A. Provision of five (5) surcharges for Cebu Pacific Air sponsored roundtrip international airtickets (DXB-MNL-DXB) with appropriate baggage allowances for all participants;
- B. Provision of seven (7) roundtrip domestic tickets within Cebu Pacific Air (MNL-TAG/CEB-MNL) with appropriate baggage allowances for all participants;
- C. Provision of travel insurance for six (6) 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;
- D. Ground arrangements for tour package including environmental fees, portage fees, roundtrip airport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guide, single-occupancy accommodation inclusive of daily breakfast, and full board meals (lunch and dinner);
- E. Provision of travel kits for all participants;
- F. Provision of seven (7) one-way ferry transfers (TAG-CEB)
- G. Van/coaster rental (inclusive of professional driver fees, drivers' meals and applicable parking and toll fees); and
- H. Provision of DOT-accredited tour guides for the entire trip

COMPONENTS:

A. International Airline Tickets

- *Provision of roundtrip international airline taxes and fees for five (5) international participants (DXB-MNL-DXB)
- *Cebu Pacific Air will sponsor the international tickets

B. Domestic Airline Tickets

- *Provision of one-way domestic tickets for seven (7) participants (must be rebookable with minimal fees)

Number of pax Date (TBC) Route Class Baggage Allowance

7 Sept. 05, 2024 MNL-TAG Economy Class With at least 20kgs luggage allowance + 7kgs hand-carry
 Sept. 10, 2024 CEB-MNL

C. Accommodation

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

Check-in dates Location Hotel Room Type Number of rooms

Sept. 03 – 05, 2024 (3D/2N) Makati City 5-star hotel or similar DOT-accredited accommodation Single-Occupancy 6 rooms
 Sept. 05 – 07, 2024 (3D/2N) Bohol 5-star hotel or similar DOT-accredited accommodation
 Sept.07 – 09, 2024 (3D/2N) Cebu 5-star hotel or similar DOT-accredited accommodation
 Sept. 03 – 05, 2024 (3D/2N) Makati City DOT – accredited accommodation based on EO 77 1 room
 Sept. 05 – 07, 2024 (3D/2N) Bohol
 Sept.07 – 09, 2024 (3D/2N) Cebu

D. Full Board Meals

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

Date Type Number of pax Remarks

Sept. 03, 2024 (Day 1) Lunch

6 Lunch at a local restaurant in Metro Manila

Dinner Dinner at a local restaurant in Metro Manila

Sept. 05, 2024 (Day 3) Dinner Dinner at a local restaurant in Bohol

Sept. 06, 2024 (Day 4) Dinner Dinner at a local restaurant in Bohol

Sept. 07, 2024 (Day 5) Lunch Lunch at a local restaurant in Cebu

Dinner Dinner at a local restaurant in Cebu

Sept. 08, 2024 (Day 6) Lunch Lunch at a local restaurant in Cebu

Dinner Dinner at a local restaurant in Cebu

Sept. 09, 2024 (Day 7) Lunch Lunch at a local restaurant in Cebu

Dinner Dinner at a local restaurant in Cebu

Sept. 03 to 09, 2024 Lunch and dinner 1 Meals for 1 DOT Representative based on EO 77

E. Tourist Transport Services:

- *Includes 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/coaster with tour coordinator throughout the trip

DAY TYPE QUANTITY ROUTE/REMARKS

Sept. 03, 2024 (Day 1) Coaster and Van 1 Coaster and 1 Van 1 coaster and 1 van, airport transfer in Manila (including luggage van)

Sept. 04, 2024 (Day 2) Van 1 Van 1 van rental for whole day use in Metro Manila

Sept. 05, 2024 (Day 3) Coaster and Van 2 Coasters and 2 Vans 1 coaster and 1 van, airport transfer in Manila (including luggage van);
1 coaster and 1 van, airport transfer in Bohol (including luggage van)
Sept. 06, 2024 (Day 4) Coaster 1 Coaster 1 coaster rental for whole day use in Bohol
Sept. 07, 2024 (Day 5) Ferry Ferry transfer from TAG-CEB for all participants
Sept. 07, 2024 (Day 5) Coaster and Van 1 Coaster and 3 Vans 2 vans, port transfer in Bohol (including luggage van);
1 coaster and 1 van, port transfer and whole day use in Cebu
Sept. 08, 2024 (Day 6) Coaster 1 Coaster 1 coaster rental for whole day use in Cebu
Sept. 09, 2024 (Day 6) Coaster and Van 1 Coaster and 1 Van 1 coaster, airport transfer in Cebu.
1 coaster, airport transfer in Manila

F. Tours

- *Must include all entrance and applicable fees for all participants
- *Provision of English coordinator/ tour guide/s in every tour/activity
- *Provision of refreshments and cold towels inside the vehicle during the tours
- *Provision of 1 tour guide per vehicle

DAY ACTIVITY

Sept. 03, 2024 (Day 1) Manila Heritage Tour
Sept. 06, 2024 (Day 4) Balicasag Island + Bohol Countryside Tour w/ lunch in Loboc River
Sept. 07, 2024 (Day 5) Cebu Uphill Tour + Basilica Sto Nino
Sept. 08, 2024 (Day 6) Kawasan Falls + Oslob Whaleshark

G. Travel Insurance

Provision of travel insurance for six (6) 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.

H. Travel Kits

Provision of travel kits for seven (7) participants including ecobag with alcohol, tissue, wipes, candies, local delicacies, dry bag, and portable fan

IV. BUDGET

TOTAL BUDGET: PHP 998,452.38

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 OPMD-MDD WFP 2024.

V. CONTACT PERSON

Contact Person : JENA ANDREA P. HAYAO
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 : jahayao@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 15/08/2024

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