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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5751587
Procuring Entity DEPARTMENT OF TOURISM
Title Middle East Dive Ambassadors Familiarization Tour -Anilao and Coron- December 2-7, 2018
Area of Delivery

Solicitation Number:	2018-10-0326	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	26/10/2018
Approved Budget for the Contract:	PHP 960,000.00	Last Updated / Time	26/10/2018 00:00 AM
Delivery Period:		Closing Date / Time	29/10/2018 14:00 PM
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 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

A. BIDDER

Tour Operator for Middle East Dive Ambassadors Familiarization Tour Ground Arrangement Requirements

B. PROJECT TITLE

Middle East Dive Ambassadors Familiarization Tour to Anilao and Coron

C. BACKGROUND

Date/ period covered: November 26 to December 7, 2018

Destination: Anilao, Batangas and Coron, Palawan

Description/Rationale:

The Department, through the assistance of MEDFE Organizers, shall be partnering with three (3) key dive social media influencers / ambassadors in the Middle East, i.e., His Excellency Ali Khalifa Bin Thalith, Mr. Yarob Bashrahil, and Mr. Abdullah Al Mushawa. They will be invited to participate in a media familiarization tour of Anilao, Batangas from November 27-December 1, 2018, in time for the Anilao Underwater Shootout (AUS), and Coron, Palawan from December 2-7, 2018, wherein they will cover their dive travel on their respective social media accounts, to entice their followers to dive in the Philippines.

D. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send – bill arrangement
- Must have airport representatives to meet and assist the group upon arrival and departure in the airport, monitor movement of guest/s and coordinate with the project officer on status of transfers
- Must have a representative at the hotel in Metro Manila to facilitate check-in and check-out of guests
- Preferably specializing in handling dive tours and have handled dive groups in the last 3 years

E. SCOPE OF WORK

- Provision of dive travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
- Ground arrangement for tour package (inclusive of round-trip domestic airfare, terminal fees, environmental fees, marine dive fees, portage fees, roundtrip airport transfers with luggage provisions, diving with dive equipment/gear/boat rental, service of dive masters/guides, tours, single/twin sharing accommodation, and full board meals)
- All transport services must be inclusive of driver, gas, toll fees, parking fees, on-board bottled water, as well as meals, and accommodation of driver/s in Anilao.

1. Requirement: Provide roundtrip domestic air tickets Manila – Busuanga – Manila

a. Number of pax: four (4)

Departure Arrival Route Flight Remarks

Date Time Date Time

Dec. 2 1140H Dec. 2 1230H MNL-USU Skyjet M8-712 30 kg check-in baggage allowance

Dec. 6 1410H Dec. 6 1450H USU-MNL Skyjet M8-713

2. Requirement: Provide transportation in Manila, Anilao, and Coron

a. Airport arrival of guests c/o airport representative of tour operator

Date Particulars Remarks

November 26, 2018 1 Van

1 Sedan Manila – Anilao

Manila – Anilao (luggage)

*stop by at a restaurant in Manila for breakfast

December 2, 2018 1 Van

1 Sedan Anilao - NAIA

Anilao - NAIA (luggage)

December 6, 2018 1 Van

1 Sedan Anilao – Hotel near NAIA

Manila – Anilao (luggage)

December 7, 2018 1 Van

1 Sedan Hotel – NAIA

Manila – Anilao (luggage)

3. Requirement: Provide accommodation in Anilao, Coron, and Manila

Date Particulars Remarks

November 26 – December 2, 2018 4 Deluxe/Single DOT and/or PCSSD accredited resort in Anilao

December 2-6, 2018 4 Deluxe/Single DOT and/or PCSSD accredited resort in Dimakya Island, Coron

December 6-7, 2018 4 Deluxe/Single At least 4-star hotel in NAIA area

4. Requirement: Provide meals in Anilao, Coron, and Manila

a. Halal food

Date Particulars No. of Pax Remarks

November 26, 2018 Brunch

Dinner 6 pax

5 pax Restaurant in Manila

Resort in Anilao

November 26 – December 2, 2018 Full board meals 3 pax Resort in Anilao

December 2-5, 2018 Full board meals 4 pax Resort in Coron

December 6, 2018 Breakfast

Lunch

Dinner 4 pax

4 pax

8 pax Resort in Coron

En route to USU Airport

Hotel near NAIA

5. Requirement: Handle expenses on diving requirements in Anilao and Coron

Date Requirements Remarks

November 26 – December 1, 2018 16 dives per pax (3 dives/ day, 1 dive Dec. 1)

inclusive of boat rentals, marine fees, DM fee, and Nitrox 3 pax

Anilao

December 2 – 4, 2018 10 dives per pax (4 dives/day, 2 dives Dec. 2)

inclusive of boat rentals, marine fees, DM fee, and Nitrox 4 pax

Coron

6. Requirement: Provide Island tour in Coron

a. Inclusive of transportation requirements, environmental/entrance fees, licensed tour guide, Halal lunch en route

Date Requirements Remarks

December 5, 2018 Guided Coron Island Tour:

Twin Lagoon

Kayangan Lake

Barracuda Lake

Coron Town

Maquinit Hot Springs 4 pax

F. BUDGET ESTIMATE:

Total estimated budget is Nine Hundred Sixty Thousand Pesos (PHP 960,000.00)

G. PROJECT OFFICERS/CONTACT PERSON

Mr. Ghienel Gustilo

Member, Office of Product and Market Development - Dive

0977 824 7019 / 02 459 5200 loc. 520

Note: The winning bid shall be based on the proposal with the most advantageous package cost, provided that the

amount of the bid does not exceed the above total budget. The winning bid must be willing to wait at least 90 days for the government payment facilitation process.

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. Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)
5. Original or certified true copy of duly notarized Omnibus Sworn Statement
6. DOT Accreditation certificate (valid)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to
Ms. Teresita A. Romanes at the Department of Tourism
#351 Sen. Gil Puyat Avenue, Makati City
Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____
Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 25/10/2018

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