



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5434692
Procuring Entity DEPARTMENT OF TOURISM
Title Indonesian Mainstream & Social Media Influencers Familiarization Trip (Manila/Cebu/Iloilo June 27-29, July 1-3, 2018)

Area of Delivery

Solicitation Number:	2018-06-0165	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 528,439.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	21/06/2018
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	Last Updated / Time	21/06/2018 00:00 AM
		Closing Date / Time	25/06/2018 10:00 AM

Description

TERMS OF REFERENCE

I. PROJECT: INDONESIA MAINSTREAM AND SOCIAL MEDIA INFLUENCERS' FAMILIARIZATION TRIP TO THE PHILIPPINES

II. BACKGROUND:

Group Name : Indonesian Mainstream and Social Media Influencers
 No. of Pax : 15 Indonesian influencers + 1 PAL Representative + 1 DOT Indonesia Representative + 1 DOT OPMD Representative
 Date/Period Covered : June 27 - July 3, 2018
 Destinations : Manila/Cebu/Iloilo

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a local tour operator in the Philippines engaged in the business of providing transportation and accommodation requirements for the group of Indonesian mainstream and social media influencers plus airline and DOT representatives. This project is aimed to achieve the following objectives:

- a. To heighten awareness on the Philippines as a culinary, cultural, and beach destination among the Indonesia travelers
- b. To tap the mainstream and social media influencers to promote the Philippines in their respective platforms

c. To sustain the increase of tourist arrivals from the Indonesian market

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travel trade groups and media;
- c) Willing to provide services on send-bill arrangement.
- d) Preferably with experience in handling Indonesian market

V. SCOPE OF WORK/DELIVERABLES

1) Provision of travel insurance for 7 days.

2) Transportation service requirements including:

a. Airport hotel transfer with luggage vehicle of the following pick-up time schedule:

Group Date Pick-up time Flight Details

18 pax

June 27 - PR 0536

CGK-MNL (0045H - 0540H)

ETA 0830H - Cebu PR 1845

MNL-CEB (0715H - 0825H)

18 pax June 29 ETD 1300H - Cebu

ETA 1800H - Iloilo PR2386 (1705H - 1750H)

CEB-ILOILO

18 pax

July 1 ETD 0530H - Iloilo

ETA 0930H - Manila PR2152

ILOILO - MNL (0805H - 0925H)

18 pax July 3 ETD 1700H - Manila PR 0535

MNL - CGK (2100H - 2355H)

b. Transfers in Manila, Cebu, and Iloilo

18 pax: Mactan + Cebu City (June 27 - 28), Cebu City + Oslob (June 29), Iloilo (June 30), Iloilo + Manila (July 1), Metro Manila (July 2-3)

c. RT Domestic Air Tickets for DOT Manila Representative

Manila/Cebu : June 27, 2018 (PR 1845 0715H-0825H)

Cebu/Iloilo : June 29, 2018 (PR 2386 1705H - 1750H)

Iloilo/Manila : July 01, 2018 (PR 2152 0805H - 0925H)

3) Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 4-5 star properties in Cebu on the following dates for:

Cebu Hotel/Resort - 18 pax: 2 single rooms + 8 twin sharing rooms

Check in on June 27, 2018 / Check out on June 29, 2018

Iloilo Hotel/Resort - 18 pax: 2 single rooms + 8 twin sharing rooms

Check in on June 29, 2018 / Check out on July 1, 2018

Manila Hotel - 18 pax: 2 single rooms + 8 twin sharing rooms

Check in on July 1, 2018 / Check out on July 3, 2018

4) Submission of the following documents upon completion of the project for facilitation of payment:

- a. Original hotel manifest
- b. Original trip tickets of land and boat transfer (coaster, van, boat, etc.)
- c. Detailed report of the project with photo documentation
- d. Photocopy of Tour Guide IDs as proof of DOT Accreditation

VI. BUDGET

Total estimated budget is PHP528,439.00

VII. PROJECT OFFICER/CONTACT PERSON:

Miah Adao

Tel: 459-5200 local 524

Mobile: +63 917 890 7064 / +63 917 906 2325

Email: zen.pdotnewyork@gmail.com; miah.adao@yahoo.com.ph

Note: Cost of items in quotation should be broken down.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and

issuance of billing statement by supplier. Should the end-user be able to get sponsorships, the billing statement should reflect only the actual expenses to be incurred.

Other Information

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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) or Official Receipt as a Proof of Payment for the Renewal of Business Permit
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid DOT Accreditation certificate

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 ANDRIN ROMANES

Date Created 20/06/2018

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