



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5563448  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Ocular Inspection and Fam Tour in Puerto Princesa (Global Travel)  
**Area of Delivery** Palawan

<b>Solicitation Number:</b>	2018-08-0204	<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 - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	15/08/2018
<b>Approved Budget for the Contract:</b>	PHP 345,700.72	<b>Last Updated / Time</b>	15/08/2018 00:00 AM
<b>Delivery Period:</b>	5 Day/s	<b>Closing Date / Time</b>	20/08/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE PROJECT

Domestic round trip airfare, accommodation, meals, transportation, tours and other ground arrangements for the ocular inspection and familiarization tour of Global Travel Executives to Puerto Princesa City, Palawan.

##### II. BACKGROUND

No. of pax 8pax (6 Guest, 2 DOT)  
 Date covered August 28 — September 1, 2018  
 Destination Puerto Princesa City, Palawan

##### III. OBJECTIVES

1. Conduct of an ocular inspection and familiarization tour in Puerto Princesa, Palawan for Global Travel planned charter operation from Guangzhou to Puerto Princesa.
2. Conduct of meetings with DOT, airport authorities, hotels and local travel agencies.

##### IV. MINIMUM REQUIREMENTS

1. Must be DOT accredited

2. Specializes in handling VIP guests
3. Willing to provide services on a send-bill arrangement

#### V. SCOPE OF WORK

1. Domestic airfare for 8pax:  
Manila to Puerto Princesa PR2781 via PAL 2pax  
Puerto Princesa to Manila PR2790 via PAL 2pax  
Cebu to Puerto Princesa PR2347 via PAL 6pax  
Puerto Princesa to Cebu PR2350 via PAL 6pax
2. Accommodation: In Puerto Princesa for 4 rooms
  - 4 Deluxe rooms (twin bed) for the Global Travel executives and DOT representative
3. Meals for 8pax (see details below)
4. Van transportation for 8pax (see details below)
5. Tours for 8pax (see details below)
6. Tour coordinator for the whole duration of the trip

#### DATE /ACTIVITY/ REMARKS

Aug. 28

Domestic Flights

Manila - Puerto Princesa Flight No.: PR2781

Departure Time: 05:00

Arrives : 06:55

2 pax via PAL (DOT)

Breakfast 2 pax

Transportation — Whole day Rental 1 Van

Visit at Provincial Capitol and Courtesy Call to the Governor

Honda Bay Tour

Site Visits;

Pambato reef

Pandan Islan with Lunch

Lu-li Island

Cowrie Island

Ocular Inspection of City state Asturias Hotel

Ocular Inspection of Hue Hotel

Ocular Inspection of Aziza Paradise Hotel 8 pax

Dinner Meeting with Palawan Tourism Council and Tourism Related Establishments 20 Pax

Accommodation 1 room @Hue Hotel

Aug 29

Domestic Flights

Cebu - Puerto Princesa Flight No.: PR2781

Departure Time: 09:00

Arrives : 10:10 6pax via PAL(Guest)

Transportation — Whole day Rental 1 Van

Ocular Inspection of AI World Resort Palawan

Ocular Inspection of Astoria Resort and Water Park

Lunch 8pax

Depart for Daluyon Beach Resort for ocular Inspection

Meeting with PPUR PaSu at Daluyon Beach Resort 20 pax

Dinner 8pax

Accommodation 4 rooms @ Sheridan Beach Resort and Spa

Aug 30

Transportation — Whole day Rental 1 Van

Puerto Princesa Subterranean River National Nation Park Tour 8 pax

Lunch @South Sea Restaurant 8 pax

Ocular Inspection of Sheridan Resort Tourism Products (Organic Farm and ATVs)

Dinner @South Sea Restaurant 8 pax

Accommodation 4 rooms @Sheridan Beach Resort and Spa

Aug 31

Transportation — Whole day Rental 1 Van

Ocular Inspection of Princesa Garden Island Resort and Spa

Lunch @Badjao Seafront Restaurant 8 pax

Depart for The Ivy Wall Hotel by Best Western

Depart for Canvas Boutique Hotel Ocular Inspection

Proceed to Pasalubong Center

Dinner Meeting with Airport Officials @ Painted Table Restaurant 20pax

Accommodation 4 rooms @Hue Hotel

Sept 1

Transportation — Whole day Rental 1 Van

Proceed to Pasalubong Center

Lunch @Badjao Restaurant 8pax

Domestic Flights

Puerto Princesa - Cebu Flight No.: PR2350

Departure Time: 17:05 6 pax via PAL (Guest)

Arrives: 18:20

Puerto Princesa — Manila Flight No. : PR2790 2 pax via PAL (DOT)

Departure Time: 1825

Arrives: 19:40

#### VI. BUDGET

Total estimated budget: Php345,700.72

#### VII. PROJECT OFFICER

Mr. Erwin F. Balane, DPA

Department of Tourism

351 Sen. Gil Puyat Avenue, Makati City Email Address: efbalane@gmail.com

Tel. No.: (02) 459 5200 loc. 517

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.

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

#### PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. DOT Accreditation Certificate

Deadline for the submission of Quotation: on or before August 20, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 14/08/2018

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