



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5824631
Procuring Entity DEPARTMENT OF TOURISM
Title RUSSIAN TOUR OPERATORS FAMILIARIZATION TRIP TO THE PHILS.-Manila/EI Nido
 (December 4 to 9, 2018)

Area of Delivery

Solicitation Number: 2018-11-0371	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	Document Request List	0
Approved Budget for the Contract: PHP 955,071.54		
Delivery Period:	Date Published	20/11/2018
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	Last Updated / Time	20/11/2018 00:00 AM
	Closing Date / Time	23/11/2018 14:00 PM

Description

TERMS OF REFERENCE

I. PROJECT: Russian Tour Operators Familiarization Trip to the Philippines

II. BACKGROUND:

Group Name: Familiarization T rip for Russian Tour Operators
 Total no. of pax: 12 pax
 9 Russian Tour Operators, 1 DOT Market rep (Manila and EI Nido)
 1 OPMD and 1 Russian speaking guide (Manila portion only)
 Date/Period
 Covered: December 4 to 9, 2018
 Destinations: Manila / EI Nido

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a DOT-accredited local tour operator in the Philippines engaged in the business of providing tour packages or its components to handle and coordinate arrangements for the familiarization trip for Russian tour operators. The project is aimed at attaining the following objectives:

1. To sustain our efforts to create awareness on the Philippines;
2. To promote other alternative Philippine tourist destination, and;
3. To push more operators in Moscow to sell in the Philippines and to stimulate

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travelers from the abovementioned areas;
- c) Has actual experience in handling media groups;
- d) Willing to provide services on send-bill arrangement (60 days).

V. SCOPE OF WORK/DELIVERABLES

1) Transportation service requirements including:

- a. Domestic airline tickets inclusive of terminal fee and 10 kilos check-in baggage allowance and 7 kilos hand carry (included in the El Nido Tour Package):
 - i. 10:05am flight from Manila to El Nido – Dec. 6 (8 pax)
 - ii. 12:00 nn flight from El Nido to Manila – Dec. 9 (8 pax)
- b. Airport hotel transfers – based on the above and upon arrival/departure in/ from Manila
- c. Transportation for the tours
- d. Transportation for the El Nido town tour/ocular inspection of resorts (included in the El Nido Tour Package)

2) Cover all accommodations on single occupancy basis (with breakfast) in the following establishments in the following destinations on the following dates:

- a. Dec. 4-5 (2D/1N) – at 5-star/deluxe hotel in Makati or Pasay cities (10 deluxe rooms)
- b. Dec. 6-8 (3D/2N) – at least 4 to 5-star resort/hotel in El Nido (10 deluxe rooms; included in the El Nido Tour Package)
- c. Dec. 8-9 (1D/1N) – a boutique resort/hotel in Lio (10 single rooms; included in the El Nido Tour Package)

3) Guided tours to include one Russian-speaking tour guide, entrance fees, and service charges to include the following activities:

- a. Manila City Tour on December 5

4) Guided tours to include the services of an El Nido Resort coordinator for the following activities (included in the El Nido Tour Package):

- a. Lagen Island (Resort Welcome & Environmental Briefing, Resort Ocular) on December 6
- b. Guided Tours and Island Hopping (Small and Big Lagoon Tour, Dibuluan Island Beach Club, Snake Island, Cudugnon Cave, Cathedral Cave) on December 7
- c. Guided tours and ocular inspection (Pangalusan Island Resort, boutique resorts/hotels in Lio Estate, Kalye Artisanano, El Nido Town Tour and resorts in El Nido town) on December 8

5) Conservation fee in El Nido for 10 pax (included in the El Nido Tour Package)

6) Full board meals for 10 pax from December 4 to 9, 2018

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

- a. Air tickets, terminal fee receipts and boarding passes of the guests
- b. Original hotel receipt and hotel manifest (or signed hotel folio)
- c. Original trip tickets of land transfer (coaster, van, etc.)
- d. Detailed report of the project with photo documentation

8) Travel Insurance for 10 pax

9) Finalization of Itinerary

VI. BUDGET

Estimated budget: Php 955,071.54

VII. PROJECT OFFICER/CONTACT PERSON:

Ms. Diegeli Liwanag
Tel: 459-5200 local 504
Mobile: 09175554416
Email: gigi.liwanag@yahoo.com

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

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon submission of the winning bidder of the required documents to support payment (No. V, item 5), 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 incurred.

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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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. 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 19/11/2018

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Bid Supplement Abstract

Reference Number	5824631
Title	RUSSIAN TOUR OPERATORS FAMILIARIZATION TRIP TO THE PHILS.-Manila/EI Nido (December 4 to 9, 20180
Category	Travel, Food, Lodging and Entertainment Services
Type	Clarification
Bid Supplement No.	5824631-02
Title	RUSSIAN TOUR OPERATORS FAMILIARIZATION TRIP TO THE PHILS.-Manila/EI Nido (December 4 to 9, 20180
Contact Person	TERESITA A. ROMANES
Remarks	Correct dates for hotel accom in Makati/Pasay is on Dec.4-6, 2018 3D/2N.

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