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Wednesday, November 21, 2018 03:26 PM **TERESITA ROMANES** » [Log-out](#)

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	Addendum
Bid Supplement No.	5824631-04
Title	RUSSIAN TOUR OPERATORS FAMILIARIZATION TRIP TO THE PHILS.-Manila/EI Nido (December 4 to 9, 20180
Area of Delivery/Location	
Delivery Period/Contract Duration	
Contact Person	TERESITA A. ROMANES
Description	Number of pax Manila to EI Nido on Dec 6, 2018 = 10 pax ✓ EI Nido to Manila Dec. 9, 2018 = 10 pax

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TERMS OF REFERENCE

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

II. BACKGROUND:

Group Name: Familiarization Trip for Russian Tour Operators
Total no. of pax: 12 pax
9 Russian Tour Operators, 1 DOT Market rep (Manila and El Nido)
1 OPMD and 1 Russian speaking guide (Manila portion only)
Date/Period Covered: December 4 to 9, 2018
Destinations: Manila / El 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 (10 pax)
 - ii. 12:00 nn flight from El Nido to Manila – Dec. 9 (10 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)

3D/2N

0327

- 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 (Pangalusian 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 12 pax from December 5 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.