



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5715480
Procuring Entity DEPARTMENT OF TOURISM
Title Indonesian Mainstream and Social Media Influencers Familiarization Trip to the Phils-Coron
 Oct. 22-26, 2018

Area of Delivery

Solicitation Number:	2018-10-0307	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 649,683.57	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	14/10/2018
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	14/10/2018 00:00 AM
		Closing Date / Time	17/10/2018 14:00 PM

Description

TERMS OF REFERENCE

I. BIDDER : Tour Operator

II. PROJECT TITLE : Indonesian Mainstream and Social Media Influencers Familiarization Trip to the Philippines

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing domestic air tickets, tours, and ground handling services.

IV. MINIMUM REQUIREMENTS :

- Must be accredited by the PDOT
- Must be willing to provide services on send - bill arrangement
- Has actual experience in handling special interest and travel trade groups
- Preferably with experience in handling Indonesian market

V. SCOPE AND WORK DELIVERABLES :

MINIMUM REQUIREMENTS

- Provision of 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, roundtrip airport transfers with luggage provisions, service of guides, tours, single accommodation, and full board meals)
- Provision of participant's guidebook
- Provision of airport representatives to assist guests upon arrival and departure in airport
- Provision of first aid medical kit for the participants
- Provision of tour coordinator to monitor the guests and assist in the implementation of the project

- a. Accommodation Requirements: Must be DOT Accredited
 - Cover all accommodations on single occupancy basis (with complimentary breakfast), preferably 3-4 star properties in Manila and Coron on the following dates for:
 Check in Check out
- (12) Single room
- (12) Single room 1. Oct. 22, 2018
 (Coron)
2. Oct. 25 2018
 (Metro Manila) 1. Oct. 25 2018
 (Coron)
2. Oct. 26, 2018
 (Metro Manila)
- b. Transportation Service Requirements: Must be DOT Accredited, air-conditioned vehicle, seating capacity for the ff: Coaster: 22 seats and Van: 10 seats
- b.1 Airport – Hotel Transfer with luggage vehicle for the following dates:
 Name Unit Date Pick-up time Flight Details
 Media & PDOT 12 pax
 1 Coaster + 1 Van
- 2 Vans + 1 van (luggage) Oct.22 ETA 0540H – Manila
 ETD 0935H – Manila (T4)
- ETA 1100H – Coron 5J 760 Jakarta to Manila
 (Flight Schedule might change prior to arrival)
- DG 6057 ETD 0935H / ETA 1100H
 (Flight Schedule might change prior to arrival)
 12 pax 2 Vans + 1 Van (luggage)
- 1 Coaster + 1 Van (luggage) Oct. 25
 ETD 0930H –
 Coron
- ETA 1245H –
 Manila DG 6058 ETD 1120H / ETA 12450H
 (Coron to Manila flight)
 1 Coaster + 1 Van (luggage) Oct. 26 ETD 1200H –
 Manila
- 5J 759 ETD 2035H / ETA 2340H
 (Manila to Jakarta flight)
- b. 2 Transfer in the following destinations:
 Particulars Unit Date Destination
 Coron Leg
 2 Vans
 Oct. 22-25, 2018 • Transfer for the Coron Town Tour
 • Transfer for the Coron Ultimate Tour
 • Transfer for the Island Escapade Tour
 Manila Leg 1 Coaster Oct. 25-26, 2018 • Transfer for the Intramuros Tour
 • Transfer for the shopping activity in MOA
- c. Guided Tours and Other Requirements: Must be DOT Accredited
 - to include guide fee's in Manila and Coron
 Oct. 22 Oct. 23 Oct. 24 Oct. 25
 Coron Town Tour
 - Mt. Tapyas
 - Maquinit Hot Spring
 Coron Ultimate Tour
 - Kayangan Lake
 - Siete Pecados
 - Atwayan Beach
 - Skeleton Wreck
 - Coral Garden
 - Twin Lagoon
 - CYC Beach Island Escapade Tour

- Banana Island
- Bulog Dos Island
- Malcapuya Island Intramuros Tour
- Fort Santiago
- Manila Cathedral
- Casa Manila

d. Meal Requirements:

-must comply with the dietary requirements (TBA)

Oct. 22 Oct. 23 Oct. 24 Oct. 25 Oct. 26

Lunch and Dinner for 12 pax Lunch included in the tour package and Dinner for 12 pax

Lunch included in the tour package and Dinner for 12 pax

Lunch and Dinner for 12 pax Lunch and Dinner for 12 pax

e. Domestic Airline Ticket (RT) Requirements:

Destination Name Date Flight Details

Coron Leg (1) pax OPMD Rep

Oct. 22, 2018

Oct. 25, 2018 Must be in Coron (Busuanga) by 1100H not later than 1115H

Must be in Manila by 1200H not later than 1215H

VI. BUDGET

Particulars Budget (PHP)

Accommodation PHP 336,156.00

Meals and Tours PHP 215,628.00

Transportation PHP 97,899.57

GRAND TOTAL PHP 649,683.57

VII. PAYMENT REQUIREMENTS:

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

a. Original hotel manifest

b. Original trip tickets of land transfer and boat transfers (coaster, bus, van, boat etc.)

c. Detailed report of the project with photo documentation

d. Photocopy of Tour Guide IDs; and DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

Cost proposal must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

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

VII. CONTACT PERSON

Contact Person : MS. MIAH ADAO

Address : Office of Product and Market Development

5F The New DOT Building

351 Sen Gil Puyat Avenue

Brgy. Bel Air, 1200 Makati City

Contact Number: 459-5200 local 524

Email Address : miah.adao@yahoo.com.ph or zenpallugna@yahoo.com.ph

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 and Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Professional License/Curriculum Vitae

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 13/10/2018

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