



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5620598
Procuring Entity DEPARTMENT OF TOURISM
Title CAMBODIA TELEVISION NETWORK (CTN) FAMILIARIZATION TRIP TO THE PHILIPPINES - September 16-22, 2018

Area of Delivery

Solicitation Number:	2018-09-0246	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	1
Approved Budget for the Contract:	PHP 458,943.10	Date Published	08/09/2018
Delivery Period:		Last Updated / Time	08/09/2018 00:00 AM
Client Agency:		Closing Date / Time	11/09/2018 10:00 AM
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		

Description

TERMS OF REFERENCE

I. PROJECT: CAMBODIA TELEVISION NETWORK (CTN)
FAMILIARIZATION TRIP TO THE PHILIPPINES

II. BACKGROUND:

Group Name : Cambodia Television Network (CTN)
No. of Pax : Group of five (5) pax

Four (4) CTN staff + 1 OPMD Rep
Date/Period Covered : September 16 – 22, 2018
Destinations : Cebu / Bohol / Manila

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 Cambodian production team and a DOT representative. This project is aimed to achieve the following objectives:

1. To generate high definition videos and photos for the new promotional materials featuring Cebu, Bohol and Manila that can be used during travel fairs, sales missions and other events;
2. To increase market awareness through social media campaigns;
3. To position the Philippines as the preferred holiday destination for Cambodian outbound market; and
4. To feature culinary tourism in the said destinations

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 Cambodian market

V. SCOPE OF WORK/DELIVERABLES

1) Provision of travel insurance for 5-6 days.

2) Transportation service requirements including:

a. International roundtrip ticket (including meals and travel insurance) with the following schedule:

No. of pax Date Flight Details

Four (4) CTN staff September 16 (Sunday) REP – MNL (2155H – 0150H+1)

Four (4) CTN staff September 22 (Saturday) MNL – REP (1905H – 2110H)

b. Domestic one-way ticket (including meals and travel insurance) with the following schedule:

No. of pax Date Flight Details

Four (4) CTN staff + One (1) OPMD Rep September 17 (Monday) MNL – CEB (1055H – 1215H)

Four (4) CTN staff + One (1) OPMD Rep September 21 (Friday) TAG – MNL (1055H – 1210H)

c. Land & Sea Transfers in Manila/Cebu/Bohol

1 Van (Airport Transfers and around Cebu City) for September 17, 18 & 19

1 Van (Port transfers and around Bohol City) for September 19, 20 & 21;

1 Van (Airport Transfers and around Manila) for September 21 & 22, 2018;

One-way ferry tickets (Cebu to Bohol) for September 19, 2018

Four (4) CTN staff + One (1) OPMD Rep Cebu to Bohol 0920H – 1120H

d. Meals

Sept 17 Sept 18 Sept 19 Sept 20 Sept 21 Sept 22

Manila

Breakfast (complimentary)

Cebu

Lunch and

Dinner Cebu

Breakfast (complimentary)

Lunch and

Dinner

Cebu

Breakfast (complimentary)

Bohol

Lunch and

Dinner

Bohol

Breakfast (complimentary)

Lunch and

Dinner

Bohol

Breakfast (complimentary)

Manila

Lunch and

Dinner Manila

Breakfast

Lunch

e. Guided Tours (including fees for tour guide, parking, entrance, and rides/other activities) in Cebu, Bohol and Manila

Sept 17 Sept 18 Sept 19 Sept 20 Sept 21 Sept 22

Cebu

- Cebu City tour
- Skywalk

Extreme Cebu

- Oslob whaleshark watching
- Kawasan

- 10,000 roses
- Cebu IT park

Bohol

Bohol Firefly

Watching

Bohol

- Bohol Countryside tour (AM)

- Loboc river cruise
- Danao Adventure Tour (PM) Manila
- Bambike Tour in Intramuros/ Fort Santiago Manila
- Binondo Food tour
- SM Mall of Asia

3) Cover all accommodations on twin occupancy basis (with complimentary breakfast), preferably 45 star properties in Cebu/Bohol and Manila on the following dates:

Check in Check out

- (2) Double room
- (1) Double room 1. September 16 (MANILA) (late check in 02:00 AM – Sept 17)

2. September 17 (CEBU)

3. September 19 (BOHOL)

4. September 21 (MANILA) 1. September 17 (MANILA)

2. September 19 (CEBU)

3. September 21 (BOHOL)

4. September 22 (MANILA)

4) Submission of the following documents upon completion of the project for facilitation of payment: a. Hotel guest list

b. Original trip tickets of land and boat transfer (van, ferry/boat, etc.)

c. Detailed report of the project with photo documentation

d. Photocopy of DOT Accreditation

VI. BUDGET

Total estimated budget is PHP 458,943.10 chargeable against OPMD 2018 Funds

VII. PROJECT OFFICER/CONTACT PERSON:

Christa Margarita D. Rivera

Tel: 459-5200 local 502

Mobile: +63 917 633 87 22

Email: cdrivera.dot@gmail.com

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

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. Original or certified true copy of duly notarized Omnibus Sworn Statement
4. 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 07/09/2018

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