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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5206476
Procuring Entity DEPARTMENT OF TOURISM
Title FAMILIARIZATION TOUR FOR MEDAN TRAVEL AGENTS AND MEDIA
Area of Delivery Metro Manila

Solicitation Number:	2018-03-0071	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 995,560.00	Date Published	07-Mar-2018
Delivery Period:	3 Day/s	Last Updated / Time	07-Mar-2018 00:00 AM
Client Agency:		Closing Date / Time	12-Mar-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: Familiarization Tour for Medan Travel Agents and Media

II. BACKGROUND:

Group Name : Familiarization Tour for Medan travel agents and media

No. of Pax : 15 travel agents + 2 media + 1 Phil. Embassy

(PE) rep + 1 Indonesia rep + 1 OPMD rep

Date/Period Covered : March 22 to 28, 2018

Destinations : Manila/Cebu/Bohol

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 tour packages or its components to handle and coordinate arrangements for the Familiarization Tour for Medan Agents and Media. The project is aimed at attaining the following objectives:

a. To increase product and destination knowledge that would encourage tourist traffic from Indonesia to the

Philippines;

- b. To encourage the development and selling of tour packages from Indonesia to the Philippines that would convert potential travel to actual travel;
- c. To establish network linkages with travel trade and travel influencers from Indonesia;
- d. To generate publicity for the Philippines.

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 Indonesia market

V. SCOPE OF WORK/DELIVERABLES

- 1) Provision of travel insurance for 7 days.
- 2) Transportation service requirements including:
 - a. Airport hotel transfer of the following pick-up time schedule:
 - 15 agents + 2 media + 1 PE rep + 1 Indo rep + 1 OPMD rep
 Date Pick-up time Flight Details
 March 22 ETA 1455H at NAIA T3 Air Asia (AK 943)
 March 24 ETD 2115H at NAIA T4
 ETA 2235H at Mactan Cebu Int'l Air Asia (Z2 771)
 March 26 Resort to Ferry Terminal (AM transfer)
 March 27 Resort to Ferry Terminal (AM transfer)
 ETD 1255H at Mactan Cebu Int'l
 ETA 1425H at NAIA T4

Air Asia (Z2 772)
 March 28 ETD 0820H at NAIA T3
 *pick-up at hotel ETD 0500H Air Asia

- b. Ferry Transfer
 - 15 agents + 2 media + 1 PE rep + 1 Indo rep + 1 OPMD rep
 Date Particulars
 March 26 Cebu – Bohol (AM ferry transfer)
 March 27 Bohol – Cebu (AM ferry transfer)

c. Transfers for the tours

Date Tours

March 23 Whole day tour: Rizal Park/Bagumbayan, Intramuros/Casa Manila, Fort Santiago, Manila Cathedral, etc

And Ocular inspection of hotels: Resorts World Manila, Solaire and Okada

March 25 Cebu City tour: Magellan's cross, Fort Dan Pedro, Casa Gorordo Museum, Profood Factory and Mango Museum, Guitar factory, etc.

And ocular inspection of selected properties in Cebu:

Maribago Bluewater, Crimson Hotel, Waterfront hotel, Marco Polo Cebu and Shangri-la Mactan

March 26 Countryside tour of Bohol: Tarsier, Chocolate hills, Bohol bee farm and Loboc river cruise

Ocular inspection of selected properties:

Hennan Resort Aloha Resort

Amorita Resort

The Bellevue Resort

- 3) Cover all accommodations on single and twin occupancy basis (with complimentary breakfast) in the following establishments in the following destinations on the following dates:

- 15 agents + 2 media + PE rep + 1 Indo rep + 1 OMPD staff

Date/Particulars Single Occupancy Twin Share

March 22-23 & 27 (3-4 star hotel in Metro Manila)

4 deluxe room

8 deluxe room

March 24-25 (3-4 star resort/hotel in Cebu) 5 deluxe room 8 deluxe room

March 26 (3-4 resort/hotel in Bohol) 5 deluxe room 8 deluxe room

- 4) Guided tours to include guides' fees (preferably two (2) English speaking guide), entrance fees and service charges to include the following activities:

Date Tours

March 23 Manila Tour (Intramuros Tour)

March 25 Cebu City Tour

March 26 Bohol Countryside Tour

- 5) Meal requirements for the following:

Date Lunch Dinner

March 22 N/A At local restaurant or hotel for 20 pax

March 23 At local restaurant for 20 pax At local restaurant or hotel for 20 pax

March 24 Networking lunch for 40 pax At local restaurant or hotel for 20 pax

March 25 At local restaurant for 20 pax At local restaurant or hotel for 20 pax

March 26 Loboc river cruise (should be included in the tour) At Local restaurant or hotel for 20 pax

March 27 Lunch at local restaurant or hotel for 20 pax At local restaurant or hotel for 20 pax

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

- a. Ferry tickets and boarding passes of the guests
- b. Original hotel receipt and hotel manifest
- c. Original trip tickets of land and boat transfer (coaster, van, boat, etc.)
- d. Detailed report of the project with photo documentation

7) Finalization of itinerary. Attached as a pertinent attachment is the proposed itinerary which includes more specific details.

VI. BUDGET

Total estimated budget is PHP995,560.00

VII. PROJECT OFFICER/CONTACT PERSON:

Zeny Pallugna/ Miah Adao

Tel: 459-5200 local 524

Mobile: +63 977 752 9054 / +63 917 906 2325

Email: zenpallugna@yahoo.com.ph; miah.adao@yahoo.com.ph

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

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 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) or Official Receipt as a Proof of Payment for the Renewal of Business Permit
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid 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 06-Mar-2018

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