



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5823665
Procuring Entity DEPARTMENT OF TOURISM
Title Russian Media Familiarization Trip to the Phils.-Manila/Bohol (December 8-15, 2018)
Area of Delivery

Solicitation Number: 2018-11-0370	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 959,646.34	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	20/11/2018
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	20/11/2018 00:00 AM
	Closing Date / Time	23/11/2018 14:00 PM

Description

TERMS OF REFERENCE

I. PROJECT: Russian Media Fam Trip to the Philippines

II. BACKGROUND:

Group Name: Familiarization trip for Russian media
 Total no. of pax: 8 pax
 5 Russian journalists, 1 DOT Market rep, 1 OPMD and 1 Russian speaking guide
 Date/Period
 Covered: December 8 to 15, 2018 (Exclusive of travel time)
 Destinations: Manila / Bohol

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 journalists. The project is aimed at attaining the following objectives:

1. To project the dynamism of the country by continuously providing new interest topics on the Philippines and generate media mileage;
2. To sustain the presence of the Philippines in Russia and consistently generate content on our key travel destinations, products, and facilities; and
3. To further entice Russian tourists to convert their interest into actual travel through feature stories of our other

islands appealing to their need for warm climate and diversity of activities.

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 20 kilos baggage allowance:

- i. 09:10am flight from Manila to Tagbilaran (Bohol) – Dec. 8 (8 pax)
- ii. 11:15am flight from Tagbilaran (Bohol) to Manila – Dec. 15 (8 pax)

b. Airport hotel transfers – based on the above and upon arrival/departure from Manila

c. Transportation for the tours

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

a. Dec. 8-10 (3D/2N) – at 5-star / deluxe hotel in Makati or Pasay cities (6 deluxe rooms)

b. Dec. 10-15 (6D/5N) – at least 3 to 5-star resort/ hotel in Bohol (8 deluxe rooms)

3) Guided tours to include one local guide in Bohol and one Russian-speaking tour guide, guide fees for DOT-accredited local guides, entrance fees and service charges to include the following activities:

a. Manila City Tour on December 9

b. History and Nature Tour (Blood Compact Site, Baclayon Church & Museum, Punta Cruz Watch Tower, Savima Mangrove Tour & Mangrove Planting, Firefly Watching) on December 10

c. Countryside Tour (Tarsier Watching, Loboc River Cruise with lunch, Chocolate Hills with ATV ride and bike zip at Chocolate Hills Adventure Park) on December 11

d. Extreme Adventure Tour (Danao Adventure Park, Zipline, The Plunge, Glass Walk) on December 12

e. Island Hopping (Balicasag Island and Virgin Island with Snorkeling and, Diving), on December 13

f. Laze Around Panglao (Dumaluan White Beach, Bee Farm Tour, Hinagdanan Cave, Our Lady of Assumption Shrine, Daus Church) on December 14

4) Full board meals for 8 pax from December 9 to 15, 2018

5) 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

6) Finalization of itinerary

VI. BUDGET

Estimated budget: Php 959,646.34

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.

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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Tuesday, November 20, 2018 06:04 PM

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Bid Supplement Abstract

Reference Number	5823665
Title	Russian Media Familiarization Trip to the Phils.-Manila/Bohol (December 8-15, 2018)
Category	Travel, Food, Lodging and Entertainment Services
Type	Addendum
Bid Supplement No.	5823665-01
Title	Russian Media Familiarization Trip to the Phils.-Manila/Bohol (December 8-15, 2018)
Area of Delivery/Location	
Delivery Period/Contract Duration	
Contact Person	TERESITA A. ROMANES
Description	The correct flight details from MNL to Tagbilaran is on Dec. 10, 2018

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