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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5905598  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Taiwan Familiarization Tour in Clark, Subic and Baguio

#### Area of Delivery

<b>Solicitation Number:</b>	2018-12-0413	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	12/12/2018
<b>Approved Budget for the Contract:</b>	PHP 970,298.74	<b>Last Updated / Time</b>	12/12/2018 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	17/12/2018 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE : Taiwan Familiarization Tour in Clark, Subic, and Baguio

II. DATE OF IMPLEMENTATION : 20 to 27 January 2019

III. NUMBER OF PAX : 16 (12 Taiwanese Agents, 2 OPMD-ESL Staff, 1 DOT Region III staff for Region III leg, 1 DOT CAR staff for Baguio leg, and 1 Chinese-speaking Tour Guide)

IV. DESTINATIONS : Clark, Subic, and Baguio

##### V. BACKGROUND :

To sustain the growing popularity of the Philippines in Taiwan as a study English destination, the OPMD-ESL and eight English academies from Cebu, Baguio and Clark participated in the Taiwan Summer Travel Fair (TSTF) on July 20 to 23, 2018. The expo which generated approximately 500,000 visitors created opportunities for the schools to showcase their programs and offerings. They were able to provide the market with more information about the Philippines as a study English and tourism destination. The four-day event generated 788 inquiries, 105 closed transactions and partnerships with 18 education agents.

##### VI. PURPOSE/OBJECTIVES :

The conduct of the familiarization tour is timely and necessary since the Taiwanese agents are looking for other destinations to offer to their clients aside from Cebu which remains to be the most popular choice among foreign students. The Taiwanese agents are having difficulty in sending their students to Cebu from June to August since most of the schools are fully-booked. To address the problem, the OPMD-ESL will showcase the alternative study destinations offering quality programs and fun components to discourage the agents from sending the students to other countries during the period mentioned.

## VII. MINIMUM REQUIREMENT OF SUPPLIERS :

- Must be DOT-accredited
- Must be willing to provide services on send-bill arrangement

## VIII. SCOPE OF WORK DELIVERABLES :

## Hotel

Destination	Room Category	Number of Rooms	Required	Remarks
Clark	Single Occupancy	16	2 nights	
Subic	Single Occupancy	16	1 night	
Baguio	Single Occupancy	16	4 nights	

## Transportation

Route	Vehicle Requirement	ETD	# of Hours	Required	Remarks
Manila to Clark	Coaster	1800H	4 hours	1 day	
Hotel to Clark	Schools Coaster		12 hours	1 day	
Clark to Subic	Coaster		12 hours	1 day	
Subic to Baguio	Coaster		12 hours	1 day	
Hotel to Baguio	Schools and attractions	Coaster	12 hours	3 days	
Baguio to Clark to Manila	Coaster		12 hours	1 day	

## Meals

Day/Date	Meals	Number of Pax	Remarks/Special Requirement
20 to 27 January 2019	Breakfast, Lunch, and Dinner	16	

## Tours

Day/Date	Activities	Number of Pax	Remarks/Special Requirement
22 January 2019	Ocean Adventure	16	
26 January 2019	Camp John Hay Tree Top Adventure	16	
26 January 2019	Tam-awan Village	16	
26 January 2019	Bencab Museum	16	

## IX. BUDGET

Total Budget allocation for the familiarization tour is PHP 970,298.74, charged against the 2018 Work and Financial Program of OPMD-ESL.

## Particular Allocation

International Airfare with Travel Insurance(TPE-CRK-TPE)	PHP 125,481.72
Accommodation (16 rooms. 7 nights)	PHP 519,648.00
Transportation (Coaster, 8 days)	PHP 150,000.00
Meals	PHP 100,800.00
Accredited Chinese-speaking Tour Guide (must also speak English)	PHP 44,001.02
Tour Requirements (Ocean Adventure, Camp John Hay Tree Top Adventure, Tam-awan Village, and Bencab Museum)	PHP 30,368.00
<b>TOTAL</b>	<b>PHP 970,298.74</b>

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.

## X. CONTACT PERSON

Contact Person: Romeo S. Liamzon III  
 English as a Second Language – Office of Product and Market Development  
 459-5200 loc. 520  
 09178071613  
 robyliamzon@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 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** 11/12/2018

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