



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5788537
Procuring Entity DEPARTMENT OF TOURISM
Title Familiarization Tour for Myanmar Operation (Manila) - Nov. 25,26,29,30, 2018
Area of Delivery

Solicitation Number:	2018-11-0356	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	09/11/2018
Approved Budget for the Contract:	PHP 898,434.06	Last Updated / Time	09/11/2018 00:00 AM
Delivery Period:		Closing Date / Time	12/11/2018 10:00 AM
Client Agency:			
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		

Description

TERMS OF REFERENCE

I. PROJECT : FAMILIARIZATION TOUR FOR MYANMAR OPERATORS

II. BACKGROUND :

Group Name : Myanmar Tour Operators

No. of Pax : Group of 11pax

Nine (9) Myanmar Tour Operators

One (1) representative from the Philippine Embassy in Yangon

One (1) representative from the OPMD

Date/Period Covered : November 25, 26, 29 - 30, 2018

Destination : 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 Myanmar tour operators and a DOT representative. This project is aimed to achieve the following objectives:

1. Provide the Myanmar travel agents an opportunity to build network with their local counterparts that will generate business leads;
2. Conduct inspections in major hotels, resorts, and other tourist attractions in Manila and Cebu that can be included in their tour packages;
3. Promote the Philippines as a safe destination; and
4. Increase level of awareness of the tourist products and services in the above mentioned destinations that best suit the interest of the market.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travel trade groups
- c) Has actual experience in handling Myanmar market

d) Willing to provide services on send-bill arrangement.

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

Ten (10) Myanmar tour operators November 25 0110H – 0525H

0750H – 0955H

Ten (10) Myanmar tour operators November 30 1745H – 2020H

2220H – 0010H (+1)

b. Land Transfers in Manila

2 Vans (Airport Transfers and around Manila) for November 25, 26, 29 – 30, 2018.

c. Meals

Nov 25 Nov 26 Nov 29 Nov 30

Lunch

Dinner Breakfast (complimentary)

AM snacks good for 30 pax for the business-to-business meeting

Lunch

Lunch

Dinner

Breakfast (complimentary)

Buffet Lunch

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

Nov 25 Nov 26 Nov 29 Nov 30

Hotel ocular inspection in Resorts World, Solaire and B2B Meeting Manila City Tour Shopping at SM Mall of Asia

3) Cover all accommodations on twin occupancy basis (with complimentary breakfast), preferably 4-5 star properties in Manila on the following dates:

Check in Check out

- (6) Twin-sharing room

- (1) Double room November 25 (Sunday)

(Note: should be near the airport)

November 29 (Thursday) November 26 (Monday)

November 30 (Friday)

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 transfer

c. Detailed report of the project with photo documentation

d. Photocopy of DOT Accreditation

VI. BUDGET

Total estimated budget is PHP 898,434.06 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. 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 08/11/2018

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