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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4708120
Procuring Entity DEPARTMENT OF TOURISM
Title Swiss Media Famtrips
Area of Delivery (Independent City)

Solicitation Number:	2017-08-0213	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 - General Support Services	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	05-Aug-2017
Approved Budget for the Contract:	PHP 963,000.00	Last Updated / Time	05-Aug-2017 00:00 AM
Delivery Period:	5 Day/s	Closing Date / Time	09-Aug-2017 17:00 PM
Client Agency:			
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
SWISS MEDIA FAMTRIPS

II. BACKGROUND

In line with the Department's market development initiatives in Switzerland, the DDOT-Frankfurt Office with Tasari Atelier (DOT's market representative in Switzerland) is organizing 3 individual media familiarization trips to the Philippines on October 19-27, 2017. They are as follows:

1. Tages Zeitung (1pax+1DOT)
2. Migros Mazine (1pax +1DOT)
3. Outdoor Guide (2pax+1DOT)

There will be three (3) tour modules to be bid out to tour operators. All invited tour operators will be given the opportunity to bid for all the lots. However, a maximum of two (lots) will be awarded to each tour operator who qualifies for the bid.

Following is a table on the lots, target markets/ participants and budget per lot.

Lot # Tour Module/Program Name of Publication No. of pax Date Covered Budget Estimate

Lot 1 Manila-Banaue-El Nido Tages Zeitung 2 October 19-27 Php330,500.00

Lot 2 Manila-Batanes-Cebu Migros Magazine 2 October 19-27 Php231,500.00

Lot 3 Manila-Legaspi-Siargao Outdoor Guide 3 October 19-27 Php401,000.00

TOTAL 7 963,000.00

III. PURPOSE/OBJECTIVES

- To handle ground arrangements for invited/ hosted media of the DOT

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be DOT accredited
- b) Tour operators/ ground handlers must specialize in the Swiss market
- c) Have at least 5-years of experience in handling the market
- d) Willing to provide services on a send-bill arrangement
- e) Willing to negotiate for FOCs

V. SCOPE OF WORK/DELIVERABLES

Provide the following:

- Hotel accommodation that is market appropriate in 4-5 Star Hotels/resorts or its equivalent, single rooms for each participant in Metro Manila and out-of-town destinations for the duration of tour
- Guided tours
- Meals
- Accommodation
- Related activities
- Transportation (air/ land/ sea).
- Terminal fees
- Travel insurance for tour participants.
- Services of Swiss/ English speaking guides.
- Buffet meals with two rounds of drinks (house wine/ fruit juice, etc.)
- Documentation of the tour (photo/ video)
- Refillable water tumbler for each guest participant

Note: Cost of items in quotation should be broken down. Prices quoted should be adjusted if able to get sponsorships/ special rates for some package components. Likewise, adjustment on the cost must also be made in the event that there is a decrease in the number of participants and change of program (destination)/ or activities in the itinerary.

The winning bids however, shall be determined based on the proposal with the most advantageous financial cost, appropriate product and service quality and provided that the amount of the bid does not exceed the total budget of the project.

VI. BUDGET: PHP963,000.00(7pax)

VII. PROJECT OFFICERS/CONTACT PERSONS:

Marites Ballester
Mobile: 09214412215

Deadline for the submission of quotation: August 9, 2017 5:00 pm.

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to

Ms. Teresita Romanes at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue,
Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement
(see attached form)
5. DOT Accreditation Certificate

Created by TERESITA ANDRIN ROMANES

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