



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6406181  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** INDONESIA BUSINESS/CORPORATE INCENTIVE TRAVEL AND MEDIA FAMILIARIZATION TRIP-Manila Leg (Sept.2-6, 2019)

#### Area of Delivery

<b>Solicitation Number:</b>	2019-08-0183	<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>	1
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	20/08/2019
<b>Approved Budget for the Contract:</b>	PHP 805,550.72	<b>Last Updated / Time</b>	20/08/2019 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	23/08/2019 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. BIDDER : Tour Operator  
 II. PROJECT TITLE : INDONESIA BUSINESS/CORPORATE INCENTIVE TRAVEL AND MEDIA FAMILIARIZATION TRIP  
 2-6 September, 2019  
 Manila Leg

##### III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing domestic air tickets, tours, and ground handling services.

##### IV. MINIMUM REQUIREMENTS :

- A. Must be accredited by the PDOT
- B. Must be willing to provide services on send - bill arrangement
- C. Must have handled PDOT groups in the last three (3) years
- D. Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
- E. Ground arrangement for tour package (inclusive of environmental fees, portorage fees, roundtrip airport transfers with luggage provisions, tours, single/twin sharing accommodation, and full board meals)
- F. Provision of participant's guidebook
- G. Provision of airport representatives to assist guests upon arrival and departure in airport
- H. Provision of first aid medical kit for the participants

##### V. SCOPE OF WORK

- A. Flights
- Flights for OPMD member (1 pax)

Date Flight Route  
September 3, 2019 5J 561 MNL-CEB  
September 4, 2019 5J134 CEB-MPH  
September 6, 2019 5J906 MPH-MNL

-Payment for international and domestic air ticket taxes for 14 pax and excess baggage charges:

- 13 pax Jakarta to Manila
- 14 pax Manila to Cebu
- 14 Pax Cebu to Caticlan
- 14 Pax Caticlan to Manila
- 13 Pax Manila to Jakarta

\*Base fare for abovementioned air tickets are sponsored by Cebu Pacific

#### B. Accommodation

Accommodations on the following dates inclusive of daily breakfast:

Date Hotel Room Type Quantity of Rooms

September 2, 2019 Must be a DOT accredited, 4-5 star hotel in Roxas Boulevard area; Single 16 Rooms

#### C. Meals

Date Meal Type Number of Pax Remarks

September 2, 2019 Breakfast 15

September 2, 2019 Dinner 15 Dinner at the mall near the hotel

#### D. Transportation

Date Type Remarks

September 2, 2019 Coaster 15 pax – 12 hours

September 3, 2019 Coaster 15 pax – Airport transfers

#### E. City Tour

- Provision of English Speaking Guide and Manila City Tour on September 2, 2019

Suggested places: Intramuros, American Cemetery, and Malacanang Palace

- Provision of portable wifi router from September 2 -6, 2019

#### E. Meeting Package

Meeting venue for the Presentations and Networking on September 2, 2019

Date Time No. of Pax Remarks

September 7, 2019 1:00 pm – 5:00 pm (Halfday) 50 Must be a DOT accredited, 4-5 star hotel in Roxas Boulevard area;

Inclusive of buffet lunch, free flowing coffee, afternoon snack selection, writing pads and pencils, basic sound system, and projector

#### VI. BUDGET

Particulars Budget (PHP)

Flights and Taxes 112,230.72

Accommodation 248,000

Meals 112,500

Transportation 39,585

City Tour 113,235.00

Meeting Package 180,000.00

GRAND TOTAL 805,550.72

Cost proposal must be submitted with an itemized breakdown. 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.

#### VII. CONTACT PERSON

Contact Person : JAMILLE FRANCINE A. CONCEL

Address : Office of Product and Market Development

5F The New DOT Building

351 Sen Gil Puyat Avenue

Brgy. Bel Air, 1200 Makati City

Contact Number: 459-5200 local 502

Email Address : jaconcel@tourism.gov.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** 19/08/2019

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## Bid Supplement Abstract

Reference Number	<b>6406181</b>
Title	INDONESIAN BUSINESS/CORPORATE INCENTIVE TRAVEL AND MEDIA FAMILIARIZATION TRIP-Manila Leg (Sept.2-6, 2019)
Category	Travel, Food, Lodging and Entertainment Services
Type	<b>Addendum</b>
Bid Supplement No.	6406181-01
Title	INDONESIAN BUSINESS/CORPORATE INCENTIVE TRAVEL AND MEDIA FAMILIARIZATION TRIP-Manila Leg (Sept.2-6, 2019)
Area of Delivery/Location	
Delivery Period/Contract Duration	
Contact Person	TERESITA A. ROMANES
Description	<b>Accommodation - Roxas Blvd. or Bay area &amp; meeting package is on Sept. 2, 2019 Roxas Blvd. or Bay</b>

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