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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6708475
Procuring Entity DEPARTMENT OF TOURISM
Title EUROPE FAMILIARIZATION TRIP-Manila/Bohol/Dumaguete/Cebu/ December 11-16, 2019
Area of Delivery

Solicitation Number:	2019-11-0350	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	29/11/2019
Approved Budget for the Contract:	PHP 914,499.30	Last Updated / Time	29/11/2019 00:00 AM
Delivery Period:		Closing Date / Time	02/12/2019 14:00 PM
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 : EUROPE FAMILIARIZATION TRIP

II. BACKGROUND

A.

No. of Pax : 10 Nordics Market, 1 DOT Coordinator, 1 Tour Guide (English Speaking)

Date Covered : December 11 to 16, 2019

Destination : Manila-Bohol-Dumaguete-Cebu

B.

No. of Pax : 10 Spain Market, 1 DOT Coordinator

Date Covered : December 14, 2019

Destination : Manila

III. MINIMUM REQUIREMENTS:

- Must be DOT-Accredited Tour Operator
- Preferably specializing in the market concerned
- Willing to provide services on send-bill arrangement

- Must provide tour coordinator to monitor guests and assist in the implementation of the familiarization tour.

IV. SCOPE OF WORK/DELIVERABLES:

A. NORDICS MARKET

ACCOMMODATION (Inclusive of breakfast)

Date Location Type of Room No. of Rooms No. of Nights

11-12 December 2019 Bohol (nearby Panglao Island)

Single Occupancy

11

2 nights

13-14 December 2019

Dumaguete

Single Occupancy

11

2 nights

15 December 2019 Cebu (nearby Mactan Airport) Single Occupancy 11 1 night

Note: Equivalent to De Luxe/Five Star Hotel

No security deposit required and amenable to early check-in and late check-out

MEALS

Date Destination Buffet lunch with 2 rounds of drink Buffet Dinner with two rounds of drink No. of Pax

11-12 December 2019

Bohol

X

X

11

13-15 December 2019

Dumaguete

X

11

15 December 2019 Cebu x 11

TOUR GUIDE

Date Destination No. of Pax

11 to 12 December 2019

Bohol

1

13-15 December 2019

Dumaguete

1

TRANSPORTATION (Inclusive of parking fees)

Date Itinerary Type of Vehicle No. of Vehicle

11 December 2019 Transfer from Hotel to Airport

Coaster

1

11-12 December 2019

Bohol

Coaster

1

13 December 2019
Transfer from Hotel to Port

Going to Dumaguete
Coaster

Fastrack Ocean Jet (Business Class)

1

1

13-14 December 2019

Dumaguete
Coaster

1

15 December 2019 Transfer from Hotel to Airport

Coaster

1

TOURS

DATE Destination Activities No. of Pax

11 December 2019 Bohol Whole day inspection of properties in Panglao Island and other properties and Abatan River

11

12 December 2019 Bohol Whole day countryside tour of Bohol and Loboc River

11

13 December 2019

Dumaguete
Half day city tour of Dumaguete

11

14 December 2019

Dumaguete
Boat Rental to and from whole day Dolphin watching at Bais

1

15 December 2019

Transfer from Hotel to Airport
Coaster

1

DOMESTIC AIR TICKETS

DATE Route Time No. of Pax

11 December 2019 Manila-Bohol Morning Flight 11

15 December 2019 Dumaguete to Cebu Afternoon Flight 11

16 December 2019

Cebu to Manila
Afternoon Flight

1

Requirements:

1. Ground arrangement for tour package (inclusive of roundtrip land transfers from hotel in Manila to resort/airport /seaport (as applicable) with provision for transportation of luggage, roundtrip air tickets from manila to tour destination (as applicable) with at least 30 kg. baggage allowance provision, roundtrip private boat transfers from seaport to resort/ hotel (as applicable) with provision for transportation of luggage, roundtrip land transfers from airport /seaport to resort/hotel (as applicable) with provision for transportation of luggage; applicable fees (terminal fees, toll fess, environmental fees, marine park fees, dive fees) diving with dive equipment and boat rental and services of dive masters/guides; accommodation at a DOT or PCSSD accredited establishments and full board meals for all participants and DOT Coordinators.

2. Roundtrip air tickets must have the following provisions:

- a. Extended option dates
- b. Rebooking options without penalties
- c. Change of participants names without penalties;
3. Issuance of tickets is subject to DOT Authorization;
4. Provision of travel insurance for each participant
5. Provision of participant's guidebook/itinerary for each participant;
6. Provision of one (1) first aid medical kit per leg;
7. Provision of one (1) care kit per leg (Mineral water, wet wipes, sun block, sanitizer, and tissue paper);
8. Provision of tour coordinator per leg to monitor guests and assist in the implementation of each Euro Fam tour leg;
9. Provision of land transportation for inspection of resorts on December 11 to 14 (12 hours rental per day) for each leg.

10. Rooms

No. of Rooms (per destination) Room type Meals Check-In Check-out Tour sites destination

11 rooms/ tour leg

Single Occupancy Full board December 11, 2019 December 15, 2019 See attached

B. SPAIN MARKET**ACCOMMODATION (Inclusive of breakfast)**

Date Location Type of Room No. of Rooms No. of Nights

14 December 2019

Manila Bay Area

Single Occupancy

11

1 night

Note: Equivalent to De Luxe/Five Star Hotel

No security deposit required and amenable to early check-in and late check-out

MEALS

Date Destination Buffet lunch with 2 rounds of drink Buffet Dinner with two rounds of drink No. of Pax

14 December 2019

Metro Manila

X

X

11

TRANSPORTATION (Inclusive of parking fees)

Date Itinerary Type of Vehicle No. of Vehicle

15 December 2019 Transfer from Hotel to Airport

Coaster

1

Requirements:

- a. Provision of tour coordinator to monitor guests and assist in the implementation of the project;
- b. Provision of group buffet lunch and dinner with 2 rounds of drink for 11 pax on December 14, 2019
- c. Accommodation on 11 single room at a 5-Star Hotel located in the Bay Area
- d. All guests must be housed in one (1) hotel only.

V. BUDGET

1. Total estimated budget is Php914,499.30 exclusive of service charge and VAT, to be sourced from the approved work program of OPMD- Spain and Nordics market allocation.

2. Bidders are required to submit a detailed breakdown of all package components.

VI. PROJECT OFFICER/CONTACT PERSON

MARCOS S. ARADANAS
DOT OPMD-Europe
Tel. No. 459-5200 loc. 504, Mobile no. 0916 7458362

Noted:

RAYMUND GLEN A. AGUSTIN
Head, Office of Product and Market Development - Europe

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)
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above Php500K))
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

Created by TERESITA A. ROMANES

Date Created 28/11/2019

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