



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6635339
Procuring Entity DEPARTMENT OF TOURISM
Title Travel Tour Operator Familiarization of Tour (Thailand) 22-26 November 2019
Area of Delivery

Solicitation Number:	2019-11-0299	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	09/11/2019
Approved Budget for the Contract:	PHP 910,000.00	Last Updated / Time	09/11/2019 00:00 AM
Delivery Period:		Closing Date / Time	12/11/2019 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
Requirements for Services of Tour Operator

Project: Travel Tour Operator Familiarization Tour ((Thailand)
 Date: 22-26 November 2019
 Venue: Metro Manila, Bataan and Clark
 Project Officer: Gwen S. Batoon
 OPMD TIV
 gsbnorthasia@yahoo.com
 No. of Pax: 10 pax plus 2 DOT

I. Background

The Thai desk promoted Bataan as a new destination in the 25th Thai International Travel Fair held last August 2019. The office was able to secure a commitment of the Thai Travel Agents Association to send a delegation to inspect Bataan and the properties that exhibited during the TITF 2019. In view of this the PDOT OPMD will require a tour operator to handle the requirement of the group.

II. Objectives:

- (1) To provide an opportunity for Thai tour operators to familiarize them of Manila and Bataan
- (2) To provide Philippine sellers an opportunity to meet the visiting tour operators

III. Itinerary

Itinerary in summary is as follows.

22 November 2019

- Meet and Greet at airport
- Arrange airport transfers
- Manila City Tour (option of Malacanang Tour)
- Dinner Barbaras Heritage Restaurant
- Overnight Pasay Area

23 November 2019

- Transfer to Bataan
- Tour of Bataan
- Overnight Bataan

24 November 2019

- Las Casas De Acuzar
- Overnight Subic

25 November

- Tour of Subic/Clark
- Return to Manila
- Overnight Makati

26 November

- Free Time
- Lakbay Museum
- Shopping in MOA
- Departure

IV. No. of participants

10 tour operators
1 OPMD Officer
1 DOT Regional Office

The Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide the requirements of the abovementioned project based on the following guidelines

V. Scope of Services

1. Provision of the following (refer to itinerary):

A. Transportation

Provide a large size coaster (preferably newer model) to accommodate comfortably 12 pax including the tour guide and operator inclusive of the following for a 10 hours use and if necessary a backup van for luggage use

- Gasoline, toll and parking fees
- Provision of snacks on board
- Provision of bottled water (2 bottles/pax/day) and wet towels
- Provision of first aid kit and other hygiene kit
- Provision of enough umbrellas on board for participants in case it rains

Provision of Luggage Van if deemed appropriate

B. Accommodation with breakfast

Overnight Accommodation with breakfast based on single deluxe room for a 4-5star DOT accredited hotel/resort based on the itinerary (12 pax)

C. Tours And Other Activities (12 pax)

- Manila City Tour (includes kalesa ride) / Option of Malacanang Tour
- Tour of Las Casas de Acuzar inclusive of activities
- Tour of Subic
- Tour of Clark
- Tour of Bataan

D. Airport requirements:

- 22 November
- Meet and Greet at airport
- 26 November
- Pre-check in assistance

E. Meals And Beverages

- Arrange lunches & dinners not included in tour programs with the following maximum rates
Lunch @ P1200/pax
Dinner @ P1300/pax
- Arrange for a welcome dinner in Barbara's Heritage Restaurant on 22 November

F. Tour Guide for the duration of the travel

- DOT Accredited Tour Guide:
- Knowledgeable about the history of the Philippines in terms of culture, lifestyle and culinary
- Neatly dressed

G. Tour Coordinator

- To provide miscellaneous budget for snacks and other tour-related expenses during the itinerary period
- To coordinate travel requirements.

I. Standard Comprehensive Travel Insurance

2. Submission of a digital photo report, attendance sheet and guest evaluation report

VI. Eligibility Requirements

- Must be a Department of Tourism (DOT) accredited Tour Operator
- Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
- Must possess the necessary expertise in the conveyance of passengers, preferably with experience with ASEAN Market
- Must have a professional track record in handling international groups
- Must have handled/participated in DOT projects / events.
- Must have the capacity to provide first class tourists buses and vehicles.

The allotted budget is P910,000.00 (inclusive of all applicable taxes).

VII. Payment Procedure

Send bill to the DEPARTMENT OF TOURISM after the completion of services

VIII. Evaluation Procedure

The winning bid shall be selected based on the amount of bid and shall also consider the goods and services based on bidding documents, provided that the amount of bid does not exceed the above total budget.

Prepared by:

GWENDOLYN S. BATOON
OIC Thai Indochina Desk
OPMD

Tel: 8459-5200 Local No. 524

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 08/11/2019

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