



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6635305
Procuring Entity DEPARTMENT OF TOURISM
Title Media Familiarization Tour (Vietnam) - 18-22 November 2019
Area of Delivery

Solicitation Number:	2019-11-0298	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	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	09/11/2019
Approved Budget for the Contract:	PHP 468,000.00	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: Media Familiarization Tour (Vietnam)
 Date: 18-22 November 2019 (5 days)
 Venue: Metro Manila & Siargao
 Project Officer: Gwen S. Batoon
 OPMD Thailand & Indochina
 gsbnorthasia@yahoo.com
 No. of Pax: 5 pax

I. Background

Part of the approved 2019 Work Program for Vietnam is a media familiarization tour. This media tour will be composed of 4 media from Saigon. The tour will cover Siargao's land and iconic marine based attractions. The Vietnam arrival has increased with a majority of the arrivals seeking beach destinations and marine sports. One of the most popular destination for the Vietnamese is Coron island; therefore, we have identified a similar destination that has the potential to attract substantial arrival from Vietnam. The media familiarization tour will cover 5 days and include our main gateway Manila. The OPMD is in need of service of a tour operator to handle their domestic ground arrangements

II. Objectives:

- (1) To provide an opportunity for Vietnam tour operators to familiarize them of Manila and Siargao
- (2) To contribute to the increase in media coverage of our eco-tourism destinations

III. Itinerary

Itinerary in summary is as follows.

18 November 2019

- Meet and Greet at airport
- Arrange airport transfers
- Manila City Tour
- Dinner at Barbara's Heritage Restaurant
- Overnight hotel

19 November 2019

- Transfer to Siargao
- Siargao Land Tour
- Overnight Siargao

20 November 2019

- Tour of Sugba Lagoon+Kauhagan Island+Mamomo-an Island+GL Boulevard
- Overnight Siargao

21 November

- Free time Siargao
- Return to Manila
- Shopping Time
- Overnight Manila

22 November 2019

- Departure

IV. No. of participants

5 pax

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 coaster (preferably newer model) in Metro Manila for the group from 18 & 19 November and 21 and 22 November 2019 inclusive of the following:

- 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 umbrella in the event of rain

Provide van(s) (in absence of a coaster in the destination) in Siargao from 19-21 November 2019 (same terms as above applies for Siargao)

B. Accommodation w/ breakfast

- Pasay/Manila

18 November - (1 night) for 5 pax (4/5 Star DOT Accredited Hotel in Pasay/Manila Area)

- Siargao

19-20 November - (2 nights) for 5 pax in a DOT Accredited Hotel/Resort in a convenient location to the areas of coverage

- Makati

21 November - (1 night) for 5 pax (4/5 Star DOT Accredited Hotel in Makati Area)

C. Tours And Other Activities : 5 pax for all tours

- Manila City Tour (includes kalesa ride)
- Entire Siargao Land Tour
- Tour of Sugba Lagoon+Kauhagan Island+Mamomo-an Island+GL Boulevard
- Lakbay Museum entrance and tour

D. Airport requirements:

18 November

- Meet and Greet at airport w/banner
 - Arrange airport transfers.
- 19 November
- Arrange airport transfers and check in
- 21 November
- Arrange airport transfers
- 22 November
- Arrange airport transfers
- Assist pre-check in

E. Meals And Beverages

- Arrange lunches & dinners not included in tour programs with the following maximum rates
Lunch/Dinner @ P1200/pax in Manila
Lunch/Dinner @ P1030/pax in Siargao

Note: Welcome Dinner in Barbara's Heritage Hotel will include 2 additional officers (total 7 pax)

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.
- To coordinate the media permit requirement

H. Travel Insurance for domestic air travel and ground arrangements for 6 participants

I. Airline Tickets for 5 pax Round Trip Manila to Siargao (Rebookable & cancellation allowed subject to charges with 20 kilos check-in luggage allowance, meals and corresponding taxes and fees)

2. Coordination with concerned entity to ensure the safety of the guest
3. Coordinate with DOT and secure necessary media permit for the media crew (IPC) if required
4. Submission of a Photo report of each day and guest survey report
5. Submission of other reports related to the liquidation of expenses

IV. Eligibility Requirements

- a. Must be a Department of Tourism (DOT) accredited Tour Operator
- b. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
- c. Must possess the necessary expertise in the conveyance of passengers, preferably with experience with Vietnamese market
- d. Must be a member of DOT recognized organizations.
- e. Must have a professional track record in handling international groups (particularly ASEAN) in the last five years.
- f. Must have handled/participated at least three (3) DOT projects / events.
- g. Must have the capacity to provide first class tourists buses and vehicles.

The allotted budget is Php468,000.00 (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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