



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6163540  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Media Familiarization Tour for Boracay (1st run) and Batanes (2nd run) -May 29-31- June 26-28, 2019

#### Area of Delivery

<b>Solicitation Number:</b> 2019-04-0069	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 400,000.00	<b>Date Published</b>	26/04/2019
<b>Delivery Period:</b>	<b>Last Updated / Time</b>	25/04/2019 12:01 PM
<b>Client Agency:</b>	<b>Closing Date / Time</b>	29/04/2019 10:00 AM
<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. PROJECT DETAILS:  
Project Title: BATANES and BORACAY  
MEDIA FAMILIARIZATION TOUR 2019 (1st. and 2nd run)  
Destination: BATANES (1st Run)/BORACAY (2nd Run)  
Period Covered: 29-31 MAY 2019 (3D12N)/ 26-28 June 2019  
No. of Pax: Eight (8) pax/run  
Type of Earn Tour: complete package tour  
BACKGROUND:  
The media familiarization trip for DOT's media partners is a yearly project activity of the Office of Public Affair and Advocacy (OPAA) and is included in OPAA's Work Program for 2019, aimed to reward the top producers of 2018 from various media outfits that have continuously supported and covered the Department of Tourism and the tourism industry.  
The fam trip is being implemented to show our appreciation for the media's invaluable support and contribution to the OPAA information dissemination efforts and to the agency's overall marketing and promotion programs.  
The domestic media familiarization trips aims to show, feature and promote well-known tourist destinations including new and upcoming tourist destinations that has a big potential in the tourism market. Among the criteria for the choice of provincial destinations for the fam trips include: accessibility; existing tourism infrastructure and accommodations; natural and cultural touristic attractions; and highly recommended by our DOT regional offices.  
In order to maintain a high level of publicity exposure for the Department, OPAA has chosen BATANES and BORACAY to be its first and second media fam tour for fiscal year 2019.  
III, OBJECTIVES:  
To promote domestic tourism and continuously generate a favorable image and a wider publicity for the DOT  
To show our appreciation to the media that have produced the most number of published releases last year for the DOT  
To engage the media, an active partner in tourism development in the propagation of the culture of tourism.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS:

1. Must be DOT Accredited Travel and Tour Agency
2. Must provide a specific breakdown of prices and services in the quotation
3. Quotation must include domestic travel insurance for 8 pax
4. Quotation must include terminal fees for 8 pax
5. Quotation must include services of a tour guide
6. Quotation must include E-VAT and other government taxes
7. Amenable to government procedure or send-bill arrangement

V. SCOPE OF WORK/ DELIVERABLES:

A. BATANES

/ Provide the following requirements based on the itinerary

1. Roundtrip airfare via MNL-BSO-MNL
2. Accommodation twin-sharing
3. Full board meals to cover all meals as per itinerary
4. Ground Handling (transfers, tour and boat ride)
5. Provision for services of a tour guide
6. Provision for entrance & other fees
7. Provision for airport terminal fees
8. Provision for domestic travel insurance
9. Miscellaneous (must be provided bottled water, light snacks & first aid medicines)

No. of Guests : EIGHT (8) PAX

APPROVED BUDGET P 200,000.00

B. BORACAY

Provide the following requirements based on the itinerary

10. Roundtrip airfare via MNL-CATICLAN-MNL
11. Accommodation twin-sharing
12. Full board meals to cover all meals as per itinerary
13. Ground Handling (transfers, tour and boat ride)
14. Provision for services of a tour guide
15. Provision for entrance & other fees
16. Provision for airport terminal fees
17. Provision for domestic travel insurance
18. Miscellaneous (must be provided bottled water, light snacks & first aid medicines)

,./ No. of Guests : EIGHT (8) PAX

APPROVED BUDGET P 200,000.00

VI. TOTAL APPROVED BUDGET: P 400 000.00

VII. PAYMENT PROCEDURE:

Government procedure (send-bill arrangement) and is subject to appropriate government taxes

VIII. PROJECT PROPONENT:

Ramon Rebulado

OPAA staff assigned

Public Affairs and Communications Management Division (PACMD) Office of Public Affairs and Advocacy (OPAA)

Department of Tourism

351 Sen. Gil Puyat Ave., Makati

Tel. No. 459-5200, loc. 316

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. They must be willing to wait at least 90 days for the government payment facilitation process.

**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 \_\_\_\_\_

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**Created by** TERESITA A. ROMANES  
**Date Created** 25/04/2019

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