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Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6503657
Procuring Entity DEPARTMENT OF TOURISM
Title 2nd POSTING FAMILIARIZATION TOUR FOR PRODUCT MANAGERS AND TRAVEL AGENTS OF TOP MIDDLE EAST TOUR OPERATORS-Kingdom of Saudi Arabia (October 17-24, 2019)

Area of Delivery

Solicitation Number:	2019-09-0240	Status	Pending
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	28/09/2019
Approved Budget for the Contract:	PHP 990,000.00	Last Updated / Time	27/09/2019 10:25 AM
Delivery Period:		Closing Date / Time	01/10/2019 16:00 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

FAMILIARIZATION TOUR FOR PRODUCT MANAGERS AND TRAVEL AGENTS OF TOP MIDDLE EAST TOUR OPERATORS - KINGDOM OF SAUDI ARABIA

II. BACKGROUND

No. of Pax : 10 Middle East Product Managers and Travel Agents, 2 Middle East Media, 1 Philippine Airlines Representative and 2 OPMD-Middle East Official and Project Officer
 Date Covered : October 17 - 24, 2019
 Destinations : Group I = Metro Manila - Roxas and Puerto Princesa, Palawan - Metro Manila (8 pax)
 Group II = M. Manila - Boracay - M. Manila - Batangas - M. Manila (7 pax)

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-accredited tour operator
- Must have participated in DOT initiatives in KSA, Kuwait, Oman, and UAE
- Willing to provide services on send-bill arrangement

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

IV. DELIVERABLES

1. DOMESTIC AIR TICKETS (inclusive of terminal fees, and 20 kilos baggage allowance)

DATE ROUTE TIME # of pax
October 18, 2019 Manila – San Vicente 1st flight 8

2. ACCOMMODATION (inclusive of breakfast)

Date Location Type of Room # of Room/s # of nights
October 17 - 18, 2019 Located in Resorts World Manila Single Occupancy 15 1
October 18 - 20, 2019 Located in Station 1 – Boracay Single Occupancy 7 2
Located in Puerco Island Single Occupancy 8 2

October 20 - 22, 2019

Located in Sabang, Palawan

Single Occupancy

8 2

October 20 – 24, 2019 Located in Resorts World Manila

Single Occupancy 7 4

October 22 - 24, 2019 Located in Resorts World Manila Single Occupancy

8 2

Note: De luxe/five star hotel (halal friendly/offering halal food)

No security deposit required

Amenable to early check-in and late check-out

3. Meals

Date Destination Lunch Dinner No. of Pax
October 17, 2019 Metro Manila X X 15
October 18 - 19, 2019 Puerco Is., Palawan X X 8
Boracay X X 7
October 20, 2019 Metro Manila X X 7
October 20 - 21, 2019 Sabang, Palawan X X 8
October 21, 2019 Batangas X X 7
October 22, 2019 Metro Manila X X 15
October 23, 2019 Metro Manila X 15

4. TRANSPORTATION (inclusive of parking fees)

Date Itinerary Type of Vehicle Number of Vehicle
October 17, 2019 NAIA Airport – hotel and rest of the day Coaster 1
NAIA Airport - hotel Luggage van 1
October 18, 2019 Hotel – Manila domestic airport Coaster 2
San Vicente airport – hotel in Puerco Is. Coaster 1
Caticlan airport – hotel in Boracay Van 2
October 20, 2019 Hotel in Boracay – Caticlan airport Van 2
Puerco Is. – Sabang, Palawan Coaster 1
Manila domestic airport - hotel Coaster 1
October 21, 2019 Manila – Batangas – Manila whole day use Coaster 1
October 22, 2019 Hotel in Sabang – P. Princesa airport Coaster 1
Manila domestic airport - hotel Coaster 1
Manila Whole day use Coaster 1
October 24, 2019 Hotel - NAIA Coaster 1
Hotel - NAIA Luggage van 1

5. Tours

Date Destination Activities No. of Pax
October 19, 2019 Boracay Rental of boat for island hopping tour, snorkeling (with gear), and parasailing 7
October 21, 2019 Batangas Traditional Philippine Hilot massage 7
Palawan Underground River Tour 8

6. TOUR GUIDES

DATE DESTINATION # of pax
October 17, 2019 Metro Manila 1
October 18 - 19, 2019 Boracay 2
October 21, 2019 Batangas 1
Palawan 1
October 22, 2019 Metro Manila 1

7. Travel Insurance – 15 pax for 8 days

NOTE: The winning bid, however, shall be determined based on the proposal with most impressive four components and advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

V. BUDGET

1. Total estimated budget is Php990,000.00.
2. Bidders are required to submit a detailed breakdown of all package components.

VI. PROJECT OFFICER/CONTACT PERSON

Mr. Dakila F. Gonzales / Mr. Juanito A. Sayo
DOT OPMD –Middle East
Tel. No. 459-5200 locals 522

NOTED:

DAKILA F. GONZALES

Head, Office of Product and Market Development – Middle East

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 27/09/2019

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