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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6751670

Procuring Entity DEPARTMENT OF TOURISM

Title Travel Tour Operator Familiarization Tour (Thailand) - February 07-11, 2020

Area of Delivery

Solicitation Number:	2019-11-0371	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 910,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	12/12/2019
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	Last Updated / Time	11/12/2019 15:42 PM
		Closing Date / Time	16/12/2019 14:00 PM

Description

TERMS OF REFERENCE

Requirements for Services of Tour Operator
Project: Travel Tour Operator Familiarization Tour ((Thailand)
Date: February 7-11, 2019

Venue: Metro Manila, Bataan and Clark

Project Officer: Gwen S. Batoon

OPMD TIV

gsbnorthasia@yahoo.com

No. of Pax: 12 pax

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.

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

Itinerary

Itinerary in summary is as follows.

February 7, 2020

Meet and Greet at airport

Arrange airport transfers

City Tour
Dinner
Overnite Pasay Area
February 8, 2020
Transfer to Bataan
Tour of Bataan
Overnight Bataan
February 9, 2020
Las Casas De Acuzar
Overnight Subic
February 10, 2020
Tour of Subic/Clark
Return to Manila
Overnight Makati

February 11,2020
Free Time
Shopping in MOA
Departure

IV. No. of participants 10 tour operators 2 DOT

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 for 12 pax

C. Tours And Other Activities (12 pax)

MM City Tour if necessary with kalesa attractions

Tour of Las Casas de Acuzar inclusive of activities

Tour of Subic

Tour of Clark

Tour of Bataan

D. Airport requirements:

February?, 2020

Meet and Greet at airport

February 11,2020

Pre-check in assistance

E. Meals And Beverages

Arrange lunches & dinners not included in tour programs with the following maximum rates Lunch @ P1200/pax

Lunch @ P1200/pax

Dinner @ P1300/pax

For the Lunch and Dinners in Bataan and Subic the requirement is for 14 pax to accommodate the accompanying LGU Tourism Officer

F. Tour Guide for the duration of the travel

DOT Accredited Tour Guide and can speak Thai language

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.

H. Standard Comprehensive Travel Insurance

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

3. Prepare the necessary kit to include the itinerary

4. 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 Thai market

D. Must be a member of DOT recognized organizations.

E. Must have a professional track record in handling international groups

F. (particularly ASEAN) in the last five years.

G. Must have handled/participated at least three (3) DOT projects / events.

H. Must have the capacity to provide first class tourists buses and vehicles.

5. Budget

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

VI. 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:

YN S. BATOON i Indochina Desk

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 11/12/2019

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