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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6601778
Procuring Entity DEPARTMENT OF TOURISM
Title Familiarization Tour To Philippines for Vietnam Tour Operators for Coron-November 11-15, 2019

Area of Delivery

Solicitation Number:	2019-10-0285	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	30/10/2019
Approved Budget for the Contract:	PHP 960,000.00	Last Updated / Time	30/10/2019 00:00 AM
Delivery Period:		Closing Date / Time	04/11/2019 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:

Date:

Venue:

Project Officer:

No. of Pax: Travel Tour Operator Familiarization Tour (Vietnam) 11-16m November 2019 (51\116D)

Metro Manila & Cororr

Gwen S. Batoon

OPMD TIV

gsbnorlhasia@yahoo.com

10 pax plus 1 DOT

I. Background

Part of the approved 2019 Work Program for Vietnam is a with the end to increase the number of tour operators selling Coron and the Philippines. In this regard, there will be ten (10) tour operators invited to the Philippines from Saigon (Ho Chi Minh) to inspect Manila and Coron which has gained popularity with the travelling community in Vietnam. To maximize the visit of the tour operators, the OPMD Thailand & Indochina desk will host a B2B business exchange to provide an opportunity for 30 Philippine sellers (tour operators) to meet the Vietnam delegation. The group must be billeted in one of the new hotels in the Resort Complex on the first night to provide them an opportunity to experience the latest hotel investment and given the early departure (7AM) it is recommended that the

hotel is in the proximity of Cebu Pacific terminal. The last night in Manila should be in the hotel where the B2B exchange will be held and in the proximity of a shopping area to allow accompanying media to inspect the mall while there is an ongoing B2B session.

Objectives:

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

Itinerary

Itinerary in summary is as follows.

11 November 2019
 Meet and Greet at airport
 Arrange airport transfers
 Manila City Tour
 Overnight Pasay hotel
 12 November 2019
 Transfer to Coron
 Coron Town Tour
 Overnight Coron
 13 November 2019
 Coron Island Tour
 Overnight Busuanga

14 November
 Calauit Safari Tour
 Overnight Busuanga

15 November
 Transfer to Manila
 B2B Exchange
 Overnight Makati/Manila
 16 November 2019

Departure

IV. No. of participants 10 tour operators 1 DOT officer

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 to accommodate comfortably 11 pax and the operator's team from 11-12 November and 15-16 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

Provide two vans (in absence of a coaster in the destination) in Caron, Palawan from 12-15 November 2019

B. Accommodation with breakfast

Pasay

11 November - 1 night in Pasay Hotel for 10 pax (4-5 Star Hotel). Preferred location of Hotel is near Cebu Pacific terminal (Resort Complex) given the early departure hour

Coron

12 November - 1 night in a DOT accredited resort for 11 pax in Coron

Busuanga

13-14 November - 2 nights in a DOT accredited resort for 11 pax in in Busuanga Bay area

Makati

15 November - 1 night in Makati Area (4-5 Star Hotel) where B2B exchange will be held 10 pax

C. Tours And Other Activities

Manila City Tour (includes kalesa ride) 10 pax

Coron Town Tour 11 pax

Coron Island Tour- 11 pax

• Boat Transfer to South Cay island

Calauit Safari Tour (includes land and boat ride)

White Sand Beach Island Tour (North Cay/Maltatayoc Island)

D. Airport requirements:

11 November

Meet and Greet at airport w/banner

Arrange airport transfers.

12 November

Arrange airport transfers and check in

15 November

Arrange airport transfers

16 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 @ P1000/pax in Coron

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

Assist the media group during the B2B session for a shopping tour

Kindly refer to the itinerary.

G. Tour Coordinator

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

To coordinate travel requirements.

Assist the B2B exchange

H. B2B exchange

Assist the DOT in the conduct of the B2B Exchanges to include

Manning of registration desk 1pax (2 hours)

Coordination with the hotel for F&B for the snacks for 30 pax

Provision for Desk Top Company signage of buyers (9 signage) & coordination with the hotel for signage holder

Provision for calling card holder w/lanyard (40 pcs)

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

(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 Php960,000 (inclusive of all applicable taxes).

5 Payment Procedure

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

6. 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.

c ; d-NDOLYN S. BATOON C_Tilai Indochina Desk OPMD

Tel: 8459-5200 Local No, 524

PROPOSED ITINERARY FOR
MEDIA FAM PROGRAM
(INFLUENCERS FROM VIETNAM)
November 18-23, 2019

November 18

DAY 1 VIETNAM TO MANILA

Flight SGN-MNL via PR0592 0935-1320

Arrival in Manila

Lunch

Manila City Tour

Dinner

Overnight Manila

November 19

DAY 2- MANILA TO SIARGAO

Breakfast at the Hotel

Free at Leisure

Flight to MNLIAO via DG6841 0920-1200 Arrival in Siargao

Entire Siargao Land Tour

Lunch

Dinner

Overnight

November 20

DAY 3— SIARGAO

Breakfast at the Hotel

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

Dinner

Overnight

November 21

DAY 4— SIARGAO

Breakfast at the Hotel

Lunch

Flight to IAOMNL via DG 6840 1555-1825 or earlier flight Arrival in Manila

Free Shopping Time

Dinner

Overnight Manila

November 22

DAY 5— MANILA TO VIETNAM

Breakfast at the Hotel

Free at Leisure

Flight MNL-SGN via PR0597 1230-1420

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 29/10/2019

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