



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6486931
Procuring Entity DEPARTMENT OF TOURISM
Title TRAVEL TRADE FAM TOUR-Tagaytay Edition (03-06 October 2019)
Area of Delivery (Independent City)

Solicitation Number:	2019-09-0226	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	21/09/2019
Approved Budget for the Contract:	PHP 561,000.00	Last Updated / Time	20/09/2019 16:28 PM
Delivery Period:		Closing Date / Time	24/09/2019 15:00 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: Travel Trade Fam Tour - Tagaytay Edition
 Date: 03-06 October 2019
 Venue: Metro Manila/ Tagaytay
 Project Officer: Gwen S. Batoon
 OPMD Thai
 gsbnorthasia@yahoo.com

I. Background

The OPMD Thailand travel trade invitational was rerouted to cover Tagaytay in lieu of Cebu due to inclement weather. OPMD Thai likewise secured complimentary arrangement for the international ai line tickets with Thai Airways. The tour program co-sponsored by Thai Airways (TG) will be composed of 5 travel agents and blogger accompanied by TG Thai branch manager and TG Philippine District Manager with Ms. Wassamu of Siam Tourism. The project is a two part series with the second part to be in the first quarter 2020 which will also be sponsored by the TG to complement the TG launch of a BKK-Cebu-BKK route sometime in December or early 1st Quarter 2020. The itinerary for this group will cover the financial city, Makati, offer a glimpse of the casino row of hotels in Pasay, the Intramuros

and Binondo, Bonifacio Global City and Tagaytay.

II. Objectives:

- (1) To provide awareness of our cuisine and heritage tour products
- (2) To increase arrivals from Thailand thru exposures in popular TV programs with digital exposures.

III. Itinerary (attached)

03 October 2019, Tuesday

- Meet and Greet at airport
- Shopping Tour of Makati
- Welcome Dinner in Singing Waiter Restaurant
- Visit Okada Hotel to see the Fountain Show

04 October 2019, Wednesday

- Tagaytay tour with visit and massage experience in Nurture Wellness Village

05 October 2019, Thursday

- Tour of Manila and Bonifacio Global City with a stroll in Boni High Street for Shopping
- Poblacion Chocolate Bar Crawl Tour

06 October 2019, Friday

- Binondo Food Walk Tour
- MOA tour w/Lakbay Museum inspection
- Merienda Tour in Islas Pinas
- Departure for Guam

IV. No. of participants

- 5 Foreign Participants (mix of Tour Operators/wholesaler & media)
- Ms. Wassamu of Siam Tourism
- 1 TG Philippine District Sales Manager
- 1 TG Manila Branch Manager
- 1 DOT job order staff (to accompany the group thru the whole trip)
- 1 OPMD Thai desk Head (on selected dates only)

Total : 9 pax

The Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the Filming/ shooting ground requirements of the abovementioned project based on the following guidelines

V. Scope of Services (No Subcontracting of Ground Handler)

1. Provision of the following (refer to itinerary):

A. Transportation –

Provide a coaster (preferably newer model) in Manila from 03-06 October 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
- Coaster is requested to stay until the end of each shooting

B. Accommodation

- Dusit Hotel

Provide 8 single deluxe room accommodations with breakfast from 03-06 October, 2019 (total 3 nights)

C. Tours And Other Activities

- o Tagaytay Tour (9 pax)
- o Intramuros Tour (8 pax)
- o BGC Tour (8 pax)
- o Auro Chocolate Bar Crawl in Manila (8 pax)
- o Binondo Food Crawl Tour (8 pax)
- o Lakbay Museum (8 pax)

D. Airport requirements:

03 October 2019

- Meet and Greet at airport with lei service
- Arrange airport transfers.

06 October 2019,

Airport Transfer and Pre-check in arrangements

E. Meals And Beverages

Arrange lunches & dinners not included in tour programs

Day 1 Lunch (8 pax)

Dinner (9 pax)

Day 2 Sonia Garden (9 pax)

Dinner (9 pax)

Day 3 Barbara's Heritage Restaurant (8 pax)

Dinner (9 pax)

Day 4 Lunch (8 pax)

F. Thailand-Speaking Tour Guide

- DOT Accredited Tour Guide:
- Can speak Thai and English fluently
- Knowledgeable about the history of the Philippines in terms of culture, lifestyle and culinary
- Neatly dressed .
- Available on 03 September to 06 October 2019.

Kindly refer to the itinerary. Only actual hours should be charged against the budget.

G. Tour Coordinator

- To provide miscellaneous budget for snacks and other tour-related expenses during the itinerary period
- To coordinate that all props are ready, pre order food for footage requirement and to serve as advance party to ensure the smooth facilitation of the shooting in good and bad weather.

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/THAI) 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.

The allotted budget is Php 561,000.00 (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.

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 20/09/2019

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