



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9238385  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Tour Operator/ Ground Handling Services for the Influencer Tie-Up (Vietnam)  
**Area of Delivery**

<b>Solicitation Number:</b> 2022-11-286	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	16/11/2022
<b>Approved Budget for the Contract:</b> PHP 962,100.00	<b>Last Updated / Time</b>	16/11/2022 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	22/11/2022 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services  
PROJECT TITLE : Influencer Tie-Up (Vietnam)  
INCLUSIVE DATES : December 13 to 17, 2022 (tentative)

##### I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Vietnamese market, the Philippine Department of Tourism (PDOT) organized an Influencer Tie-Up Familiarization Trip to Cebu and Metro Manila on December 13 to 17, 2022 composed of five (5) Vietnamese Influencers, and one (1) OPMD-MDD staff/coordinator.

The whole idea of this Influencer Tie-Up Familiarization Trip is to increase exposure of the key destinations to complement the Travel Trade which will pursue a Product Launch for the summer months and in time for the Joint Consumer Campaign, the Joint Promotion Campaign and the Social Media Activations. Hence, they all complement each other towards these destinations, mainly Cebu and Metro Manila.

This familiarization trip was also aimed at increasing awareness regarding the Philippines' key destinations, luxury properties, products and attractions in the Vietnamese outbound tourist market. The NTDP 2016-2022 recognizes

Vietnam as one of the source markets for development. Vietnam arrivals contributes to a higher average of per capita/day spending making it equally lucrative to European arrivals and an important short-haul destination. Vietnam has retained a 20% growth rate year on year until 2019. It is the most promising ASEAN country with a current rank of 9th place in arrivals since the reopening of Philippine border. It is poised to recover to a 50% level by 2022.

Hence, the Department is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services in connection with the upcoming Influencer Tie-Up on December 13 to 17, 2022.

## II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled DOT domestic tour groups within the last 4 years;
- C. Ground arrangement (inclusive of roundtrip international and domestic airfares, single-sharing accommodation, tourist transport services with social distancing considerations, full board meals and snacks, and tour packages with activities, toll and entrance fees);
- D. Provision of group travel insurance for each participant in case of emergency, trip cancellation or emergency trip termination;
- E. Provision of tour coordinator to assist guests throughout the travel period;
- F. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- G. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations to be provided within CY 2022;
- H. Provision of airport representative to assist guests upon arrival and departure in airport;
- I. Provision of first aid medical kit for the group to be provided within CY 2022;
- J. Must be willing to provide services on send-bill arrangement;
- K. A Vietnamese-speaking tour guide/coordinator is an advantage

## III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for five (5) Vietnamese participants in case of emergency trip cancellation or emergency trip termination;
- Ground arrangement for tour package, international air tickets, domestic air tickets, terminal fees, environmental fees, portage fees, roundtrip airport to seaport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides, single occupancy accommodation inclusive of daily breakfast, and full board meals (lunch and dinner);
- Provision of first aid medical kit and COVID-19 care kit for the participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

## COMPONENTS:

### A. International Air Tickets

Number of pax Date (TBC) Route Class  
5 December 13 (AM Arrival) Ho Chi Minh to Manila Economy Class  
5 December 17 (PM Departure) Manila to Ho Chi Minh

### B. Domestic Air Tickets

\*Unutilized flights, if any, must not be charged to the DOT and be excluded from the final billing;  
\*Provision of roundtrip economy class domestic air tickets for 5 Vietnamese participants and 1 OPMD-MDD representative

Number of pax Date (TBC) Route Class  
6 December 13 (AM departure) Manila to Cebu Economy Class  
6 December 17 (AM departure) Cebu to Manila

### C. Accommodation

\*Provision of single room hotel accommodation with full board meals for Vietnamese influencers and DOT-OPMD representative;  
\*Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing  
Check-in (TBC) Location Hotel Room Type Number of rooms  
December 13 – 15, 2022 (3D/2N) Cebu (Sumilon) 3-star or similar DOT-accredited accommodation Deluxe Single-Occupancy 5 Vietnamese Participants  
December 15 – 17, 2022 (3D/2N) Cebu City  
December 13 – 15, 2022 (3D/2N) Cebu (Sumilon) DOT-accredited accommodation (Rate based on EO 777) Single-Occupancy 1 OPMD Representative  
December 15 – 17, 2022 (3D/2N) Cebu City

### D. Full Board Meals

\*Food and dietary restrictions of the participants to follow, if any  
Date Type Number of Pax Remarks

December 13, 2022

(Day 1) Breakfast 5 Vietnamese Participants Breakfast upon arrival in Manila, lunch at a local restaurant in Cebu, dinner at the resort

\*With one round of drink

Lunch

Dinner

December 14, 2022

(Day 2) Lunch Lunch during the tour

\*With one round of drink

Dinner Dinner at a local restaurant in Cebu

\*With one round of drink

December 15, 2022

(Day 3) Lunch Lunch during the tour

\*With one round of drink

Dinner Dinner at a local restaurant in Cebu

\*With one round of drink

December 16, 2022

(Day 4) Lunch Lunch during the tour

\*With one round of drink

Dinner Dinner at a local restaurant in Cebu

\*With one round of drink

December 17, 2022

(Day 5) Lunch Lunch at a local restaurant in Manila

\*With one round of drink

Dinner Dinner at a local restaurant in Manila

\*With one round of drink

December 13 – 17, 2022 Lunch and Dinner 1 OPMD Representative \*Based on EO 77

#### E. Tourist Transport Services:

\*Includes toll drivers' fee, meals and accommodation, parking and entrance fees and boat rides to/from Sumilon Island

#### DAY TYPE QUANTITY ROUTE/REMARKS

December 13, 2022

(Day 1) Van and/or Boat 2 Vans and/or 1 Boat • Transfer from international arrival area to domestic departure area

• Transfer Mactan-Cebu International Airport to Mactan for lunch

• Transfer from Mactan to Sumilon for check-in

December 14, 2022

(Day 2) • Transfer for half-day tour in Oslob

• Transfer from hotel to tour proper (Sumilon Sandbar, lighthouse, caves, etc)

December 15, 2022

(Day 3) • Transfer from Sumilon to Mactan

• Lunch along the way or Mactan proper, pasalubong shopping

December 16, 2022

(Day 4) • Transfer for whole day tours and inspection in Cebu and Mactan City

December 17, 2022

(Day 5) • Airport transfer in Mactan, Cebu

• Airport transfer in Manila and shopping in Manila

#### F. Tours and hotel/resort inspections

1. Sumilon Tour - Sumilon sandbar; swimming, snorkeling, kayaking with lunch at the sandbar, visit the lighthouse and/or one of the caves in Sumilon

2. Oslob Whaleshark watching

3. Running tour of Baluarte Ruins, Cuartel Ruins and Immaculate Conception Church

4. Visit pasalubong shopping, tour of Mactan Shrine

5. Ocular of properties in Mactan

\*Provision of English or Vietnamese-speaking coordinator/ tour guide/s in every tour/activity

\*Provision of refreshments and cold towels inside the vehicle during the tours

#### PROPOSED ITINERARY

##### DATE ACTIVITY REMARKS

13 December 2022

(Day 1) 0530H arrival in Manila from Saigon

Breakfast upon arrival

0920H departure to Cebu

1050H arrival in Cebu and lunch at a local restaurant in Mactan

Check-in at the resort

Overnight in Sumilon

14 December 2022

(Day 2) AM – visit the Sumilon sandbar; swimming, snorkeling, kayaking

Lunch at the sandbar (packed)

Back to the resort; freshen up

PM Tour

Dinner at the resort  
 Overnight in Sumilon Tour: Visit the lighthouse and/or one of the caves in Sumilon  
 15 December 2022  
 (Day 3) Oslob Whaleshark watching  
 Back to the resort; freshen up  
 Check-out, proceed to Mactan (5hrs land and sea travel)  
 Lunch along the way or at Mactan proper  
 Pasalubong Shopping and tour of Mactan Shrine  
 Check-in at the resort  
 Dinner at a local restaurant (or other resort)  
 Overnight in Mactan Can include running tour of Baluarte Ruins, Cuartel Ruins, Immaculate Conception Church  
 16 December 2022  
 (Day 4) AM – Ocular of properties in Mactan  
 Lunch in one of the properties  
 Back at the resort; freshen up  
 Tour proper  
 Dinner at the resort  
 Overnight in Mactan Tour: Magellan’s Cross, Fort San Pedro, Casa Gorordo Museum, Profood Factory and Mango Museum, Guitar Factory, etc)  
 17 December 2022  
 (Day 5) 0830H Check-out, proceed to Mactan Airport  
 1030H departure for Manila  
 1200H ETA Manila, lunch at a local restaurant  
 Proceed to MOA or SM Makati-Glorietta-Greenbelt for shopping  
 Dinner at a local restaurant  
 1900H transfer to airport  
 2235H departure for Saigon

G. Health Kits  
 \*Provision of five (5) sets of health kits containing FDA-approved face masks, alcohol, tissue and disinfecting wipes

H. Travel Insurance  
 \*Provision of travel insurance for five (5) Vietnamese participants and must also cover COVID-19 (minimum of US\$35,000 coverage)

IV. BUDGET  
 TOTAL BUDGET: PHP 962,100.00

Cost proposal must be submitted with an itemized breakdown.

The winning bidder shall be determined based on the proposal, provided that the amount of bid does not exceed the above total budget.

Project expenses to be charged to the 2022 OPMD Work and Financial Plan – Market Development Division/Vietnam.

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Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

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Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator/ Ground Handling Services	Tour Operator/ Ground Handling Services for Influencer Tie-Up (Vietnam)	1	Lot	962,100.00

**Other Information**  
 THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
 Department of Tourism  
 Makati City

with details such as:  
 Name of the Bidder/Company:  
 Address of the Bidder/Company:  
 Title of the Project:  
 RFQ No. 2022-11-286

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In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PHP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 22 November 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 15/11/2022

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