



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10772538
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services Of DOT-accredited Tour Operator for the Conduct of 2024 ASEAN Familiarization Trip (Vietnam Leg) on June 9-15, 2024

Area of Delivery

Solicitation Number: RFQ NP-SVP #2024-04-0126	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 - General Support Services	Document Request List	0
Category: Travel, Food, Lodging and Entertainment Services	Date Published	20/04/2024
Approved Budget for the Contract: PHP 994,960.00	Last Updated / Time	19/04/2024 11:33 AM
Delivery Period: 7 Day/s	Closing Date / Time	24/04/2024 10:00 AM
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 taromanes@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : 2024 ASEAN Familiarization Trip (Vietnam leg)
INCLUSIVE DATES : June 09 to 15, 2024

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) pursues a Familiarization Trip Program in partnership with Cebu Pacific Air and Vietnamese KOL/Influencers, covering Manila, Clark and Siargao on June 09 to 15, 2024 composed of seven (7) international participants and two (2) OPMD-MDD staff/coordinator.

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 ASEAN Familiarization Trip.

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 domestic and ASEAN tour groups within the last 4 years and Travel Trade and Media invitationals from overseas within the last 5 years;
- C. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited from the total contract prize.
- D. Provision of a tour coordinator to assist guests throughout the travel period;
- E. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- F. Provision of airport representative to assist guests upon arrival and departure in airport;
- G. Provision of travel kits for all participants;
- H. Must be willing to provide services on send-bill arrangement;
- I. A Vietnamese-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for seven (7) international participants to cover medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary;
- Ground arrangement for tour package including 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, AM and PM snacks and dinner);
- Provision of travel kits for all participants;
- Van/Coaster 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. Accommodation

*Provision of single-occupancy hotel accommodation with daily breakfast for all participants

Check-in Dates Location Hotel Room Type Number of rooms

June 09 to 11, 2024 (3D/2N) Araneta City, General Aguinaldo Ave, Cubao, Manila 5-star DOT-accredited property or similar Single-Occupancy 7 rooms

June 11 to 12, 2024 (2D/1N) Jose Abad Santos Ave., Clark Free Port, Mabalacat, Pampanga

June 12 to 13, 2024 (2D/1N) Newport City, Pasay, Manila

June 13 to 15, 2024 (3D/2N) Tourism Road, General Luna, Siargao

June 09 to 11, 2024 (3D/2N) Araneta City, General Aguinaldo Ave, Cubao, Manila DOT-accredited accommodation based on EO 77 2 rooms

June 11 to 12, 2024 (2D/1N) Jose Abad Santos Ave., Clark Free Port, Mabalacat, Pampanga

June 12 to 13, 2024 (2D/1N) Newport City, Pasay, Manila

June 13 to 15, 2024

(3D/2N) Tourism Road, General Luna, Siargao

B. Full Board Meals

*Food and dietary restrictions of the participants to follow, if any

Date Type Number of Pax Remarks

June 10, 2024

(Day 2) Lunch 7 pax Lunch at a local restaurant in Manila with one round of drink

Dinner Dinner at a local restaurant/hotel in Manila with one round of drink

June 11, 2024

(Day 3) Lunch Lunch at a local restaurant in Manila/Clark with one round of drink

Dinner Dinner at a local restaurant/hotel in Clark with one round of drink

June 12, 2024

(Day 4) Dinner Lunch at a local restaurant in Manila with one round of drink

June 13, 2024

(Day 5) Dinner Dinner at a local restaurant in Siargao with one round of drink

June 14, 2024

(Day 6) Dinner Dinner at a local restaurant in Siargao with one round of drink

Food and Pubcrawl Food and pubcrawl activity in Siargao

June 15, 2024

(Day 7) Lunch Lunch at a local restaurant in Manila with one round of drink

Dinner 5 pax Early dinner at a local restaurant in Manila with one round of drink

June 10 to 15, 2024 (Days 1-7) Lunch and dinner 2 pax Meals for 2 DOT representatives based on EO 77 *Except lunch for days 4 to 6

C. Tourist Transport Services:

*Includes toll drivers' fee, meals and accommodation, parking and entrance fees and boat rides (if any) and bottled water onboard;

*Provision of 1 tour guide per van with tour coordinator throughout the trip

DAY TYPE QUANTITY ROUTE/REMARKS

June 10, 2024 (Day 2) Coaster and van 1 coaster and 1 van 1 coaster and 1 luggage van for airport transfer and whole day use in Manila

June 11, 2024 (Day 3) Coaster 1 coaster 1 coaster for whole day in Manila and Clark

June 12, 2024 (Day 4) Coaster 1 coaster 1 coaster for whole day use in Clark and Manila
June 13, 2024 (Day 5) Van 2 vans 2 vans for Manila and Siargao airport transfers and Siargao mainland
June 14, 2024 (Day 6) Van 2 vans 2 vans for Siargao transfers
June 15, 2024 (Day 7) Van and coaster 2 vans and 1 coaster 2 vans for Siargao airport transfer, 1 coaster and 1 van for whole day use in Manila including airport transfer

D. Tours

- *Must include all entrance and applicable fees for all participants
- *Provision of English or Vietnamese-speaking coordinator/tour guide in every tour/activity
- *Provision of refreshments inside the vehicle during the tours
- *Provision of 1 tour guide per vehicle

DAY ACTIVITY

June 10, 2024 (Day 2) Poblacion food and pubcrawl for all participants
June 11, 2024 (Day 3) Clark Tour for all participants
June 12, 2024 (Day 4) Pinatubo activity with Puning hot spring for all participants
June 13, 2024 (Day 5) Private land tour and surfing at Cloud-9 for all participants
June 14, 2024 (Day 6) Private tri-island activity, Cloud-9 and Pubcrawl activity (entrance fees) for all participants

E. Travel Kits

- *Provision of nine (9) travel kits for all participants containing hygiene kit (1 ecobag with alcohol, tissue, wipes, candies inside a pouch, local delicacies, dry bag and portable fan)

F. Travel Insurance

- *Provision of travel insurance for seven (7) participants covering medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary.

IV. BUDGET

TOTAL BUDGET: PHP 994,960.00

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 2024 Work and Financial Plan of the OPMD-MDD ASEAN.

V. CONTACT PERSON

Contact Person : JUSTINNE AUBREY P. GUCE
Address : Office of Product and Market Development
Market Development Division
5F The New DOT Building
351 Sen Gil Puyat Avenue
Brgy. Bel Air, 1200 Makati City
Email Address : jcprovido@tourism.gov.ph

Noted by:

GWENDOLYN S. BATOON
OIC-Chief Tourism Operations Officer
Market Development Division

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 (for ABC's above Php500K)
4. Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 19/04/2024

contact person/s of the concerned party.

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