



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10774508
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator for the 2024 Asean Familiarization trip (Thailand)
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-04-0130	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
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 996,080.00	Last Updated / Time	20/04/2024 00:00 AM
Delivery Period:	6 Day/s	Closing Date / Time	23/04/2024 15:00 PM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
 PROJECT TITLE : 2024 ASEAN Familiarization Trip (Thailand leg)
 INCLUSIVE DATES : May 20 to 24, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Thai market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip Program in partnership with Philippine Airlines and Thai Trade Agents, covering Manila and Cebu on May 20 to 24, 2024 composed of ten (10) 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 invitational 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 Thai-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of international and domestic airline taxes (BKK-MNL-CEB-BKK) for six (6) international participants;
- Provision of international air tickets (BKK-MNL-CEB-BKK) for three (3) international participants;
- Provision of domestic air tickets (MNL-CEB-MNL) for two (2) DOT OPMD representatives;
- Provision of travel insurance for ten (10) 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. International airline taxes and fees

*Provision of roundtrip international and domestic airline taxes and fees for six (6) international participants (BKK-MNL-CEB-BKK)

*Philippine Airlines will sponsor the international tickets

B. International airline tickets

*Provision of roundtrip international tickets for three (3) additional participants (must be rebookable with minimal fees)

Number of pax Date Route Class Baggage Allowance

3 May 19, 2024 Bangkok to Manila (1330H departure) Economy Class 30kgs

May 24, 2024 Cebu to Bangkok (2110H departure)

C. Domestic airline tickets

*Provision of three (3) one-way domestic tickets for three (3) additional participants and two (2) roundtrip domestic air tickets for the DOT OPMD representatives (must be rebookable with minimal fees)

Number of pax Date Route Class Baggage Allowance

5 May 22, 2024 Manila to Cebu (0815H departure) Economy Class 30kgs

2 May 24, 2024 Cebu to Manila (2010H departure)

D. Accommodation

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

Check-in Dates Location Hotel Room Type Number of rooms

May 20 to 22, 2024 (3D/2N) Makati City 5-star DOT-accredited property or similar Single-Occupancy 10 rooms

May 22 to 24, 2024 (3D/2N) Punta Engano Rd., Mactan Island, Cebu 5-star DOT-accredited property or similar

May 20 to 22, 2024 (3D/2N) Makati City DOT-accredited accommodation based on EO 77 2 rooms

May 22 to 24, 2024 (3D/2N) Punta Engano Rd., Mactan Island, Cebu

E. Full Board Meals

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

Date Type Number of Pax Remarks

May 20, 2024

(Day 1) Dinner 10 pax Lunch at a local restaurant in Makati with one round of drink

May 21, 2024

(Day 2) Dinner Lunch at a local restaurant in Makati with one round of drink

May 22, 2024

(Day 3) Lunch Lunch at a local restaurant in Cebu with one round of drink

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

May 23, 2024

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

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

May 24, 2024

(Day 5) Lunch Lunch at a local restaurant in Cebu with one round of drink
 Dinner Dinner at a local restaurant/hotel in Cebu with one round of drink
 May 20 to 24, 2024 (Days 1-5) Lunch and dinner 2 pax Meals for 2 DOT representatives based on EO 77

F. 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

May 20, 2024 Coaster 1 Coaster 1 coaster for airport transfer in Makati
 May 21, 2024 Coaster 1 Coaster 1 coaster for whole day use in Manila
 May 22, 2024 Coaster and van 1 Coaster and 1 van 1 coaster and 1 van, airport transfer in Manila and Cebu, and whole day tour in Cebu
 May 23, 2024 Coaster 1 Coaster 1 coaster, whole day use in Cebu
 May 24, 2024 Coaster 1 Coaster 1 coaster, whole day use in Cebu including airport transfer

G. Tours

*Must include all entrance and applicable fees for all 12 participants
 *Provision of English or Thai-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

May 21, 2024 (Day 2) Manila City tour with lunch for all participants
 May 22, 2024 (Day 3) Mactan City tour for all participants
 May 23, 2024 (Day 4) Kawasan Falls and Cebu city tour for all participants

H. Travel Kits

*Provision of twelve (12) 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)

I. Travel Insurance

*Provision of travel insurance for ten (10) 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 996,080.00

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

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 Certification/ Registration Number.
3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
4. Latest Income / Business Tax Return(For ABC above Php 500,000.00)
5. Must be Accredited by DOT.

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before April 23, 2024 at 3:00 pm. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE
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