



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11886324
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tour Operator for the French Media Familiarization Trip (Metro Manila and North Luzon)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2025-03-0061	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 654,325.94	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	15/03/2025
Contact Person:	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@tourism.gov.ph	Last Updated / Time	15/03/2025 00:00 AM
		Closing Date / Time	18/03/2025 10:00 AM

Description

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : French Media Familiarization Trip (Metro Manila and North Luzon)
INCLUSIVE DATES : March 20 to 31, 2025

I. BACKGROUND

The return of Air France to the Philippines' capital, Manila, during the winter 2024-2025 season, marks more than two decades since it last served the Manila-Paris route in 2004. The last direct flights operated by Air France to the Philippines were in 2004, before the airlines suspended services following its merger with KLM.

In line with the Department's market development initiatives to foster new connections and improve existing network connectivity, the Philippine Department of Tourism (PDOT) pursues a familiarization trip covering Metro Manila and North Luzon on March 20 to 31, 2025 composed of two (2) French media participants.

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 familiarization trip.

II. MINIMUM REQUIREMENTS:

- A. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- B. Must be willing to provide services on send-bill arrangement;

III. SCOPE OF WORK DELIVERABLES

- Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;

COMPONENTS:

A. Accommodation

*(can request for late check-out, if possible)

Check-in Dates Location Hotel Room Type Number of rooms

March 20 to 21, 2025 (2D/1N) Newport, Pasay City with wellness facilities 5 star

DOT-accredited property or establishment with breakfast Single-Occupancy 2 rooms

March 22 to 23, 2025 (2D/1N) Banaue

DOT-accredited property or establishment

March 23 to 24, 2025

(2D/1N) Bontoc Single-Occupancy 2 rooms

March 24 to 26, 2025 (3D/2N) Sagada

March 26 to 27, 2025

(2D/1N) Kalinga

March 28 to 29, 2025

(2D/1N) Zambales 4 to 5 star

DOT-accredited property or establishment

March 29 to 30, 2025

(2D/1N) Clark 4 to 5 star

DOT-accredited property or establishment with breakfast

March 30 to 31, 2025

(2D/1N) Makati City with wellness facilities 5 star

DOT-accredited property or establishment with breakfast

B. Meals

*Food and dietary restrictions of the participants to follow, if any. All meals must include one round of drinks.

Date Type Number of Pax Remarks

March 20, 2025 Dinner 2 Dinner at a local restaurant/hotel in Manila with one round of drink

March 21, 2025 Lunch 2 Lunch at a local restaurant/hotel in Manila with one round of drink

Dinner 2 Dinner at a local restaurant with one round of drink

March 22, 2025 Breakfast 2 Breakfast at a local restaurant in Banaue with one round of drink

Lunch 2 Lunch at a local restaurant in Banaue with one round of drink

Dinner 2 Dinner at a local restaurant in Banaue with one round of drink

March 23, 2025 Breakfast 2 Packed breakfast

Lunch 2 Lunch at a local restaurant in Bontoc with one round of drink

Dinner 2 Dinner at a local restaurant in Bontoc with one round of drink

March 24, 2025 Breakfast 2 Breakfast in Bontoc with one round of drink

Lunch 2 Lunch at a local restaurant in Sagada with one round of drink

Dinner 2 Dinner at a local restaurant in Sagada with one round of drink

March 25, 2025 Breakfast 2 Packed breakfast

Lunch 2 Lunch at a local restaurant in Sagada with one round of drink

Dinner 2 Dinner at a local restaurant in Sagada with one round of drink

March 26, 2025 Breakfast 2 Breakfast in Kalinga with one round of drink

Lunch 2 Lunch at a local restaurant in Kalinga with one round of drink

Dinner 2 Dinner at a local restaurant in Kalinga with one round of drink

March 27, 2025 Breakfast 2 Breakfast in Kalinga with one round of drink

Lunch 2 Lunch at a local restaurant in Kalinga with one round of drink

Dinner 2 Dinner at a local restaurant with one round of drink

March 28, 2025 Breakfast 2 Breakfast at a local restaurant in Zambales with one round of drink

Lunch 2 Lunch at a local restaurant in Zambales with one round of drink

Dinner 2 Dinner at a local restaurant in Zambales with one round of drink

March 29, 2025 Breakfast 2 Packed breakfast

Lunch 2 Lunch at a local restaurant in Tarlac/Pampanga with one round of drink

Dinner 2 Dinner at a local restaurant in Clark with one round of drink

March 30, 2025 Lunch 2 Lunch at a local restaurant in Manila with one round of drink

Dinner 2 Special dinner at a local restaurant in Makati (tasting menu, 8-course meal)

March 31, 2025 Lunch 2 Lunch at a local restaurant in Manila with one round of drink

C. Tourist Transport Services:

*Includes drivers' fee, meals and accommodation, parking and entrance fees, roundtrip airport transfers, cold towels, and bottled water onboard;

*Airport representatives assisting arriving and departing participants

DAY TYPE QUANTITY ROUTE/REMARKS

March 20, 2025 Van 1 van 1 van for hotel transfer and dinner in Manila
March 21, 2025 Van 1 van 1 van for whole day use in Manila; Manila to Banaue (20-22 hrs)
March 22, 2025 Van 1 van 1 van for whole day use in Banaue (12-14 hrs)
March 23, 2025 Van 1 van 1 van Banaue to Bontoc; Whole day use in Bontoc (12-14 hrs)
March 24, 2025 Van 1 van 1 van Bontoc to Sagada; Whole day use in Sagada (12-14 hrs)
March 25, 2025 Van 1 van 1 van for whole day use in Sagada (12-16 hrs)
March 26, 2025 Van 1 van 1 van Sagada to Kalinga; Whole day use in Kalinga (12-14 hrs)
March 27, 2025 Van 1 van 1 van for whole day use in Kalinga; Kalinga to Zambales (20-22 hrs)
March 28, 2025 Van 1 van 1 van for whole day use in Zambales (12-14 hrs)
March 29, 2025 Van 1 van 1 van for whole day use in Zambales; Zambales to Clark (12-14 hrs)
March 30, 2025 Van 1 van 1 van Clark to Manila; Whole day use in Manila (20-22 hrs)
March 31, 2025 Van 1 van 1 van for whole day use in Manila (12-14 hrs)

D. Tours

*All activities must include all entrance fees and applicable fees for two (2) participants;
*Provision of a DOT-accredited English or French speaking tour guide and local tour coordinator to assist guests throughout the tours;
*Provision of refreshments inside the vehicle during the tours; and
* Ground arrangement for the guided tours and experiences including entrance and environmental fees, portorage fees, and equipment/gear rental fees;

DAY TIME ACTIVITY

March 21, 2025 AM Wellness Experience
PM Manila City Tour
March 22, 2025 AM Mayoyao Rice Terraces Tour
PM Local community immersion (Pfoto' Ad Majawjaw)
March 23, 2025 AM Mt. Kupapey Tour
PM Maligcong Rice Terraces Tour
March 24, 2025 AM Sumaguig Cave Tour
PM Lumiang Cave tour
March 25, 2025 AM Marlboro Hills and Blue Soil Tour
PM Hanging Coffins and Echo Valley Tour
March 26, 2025 PM Buscalan Tattoo Village
March 27, 2025 AM Awichon Cultural Village
PM Local community immersion
March 28, 2025 AM Island hopping (Anawangin, Capones Island, Camara)
March 29, 2025 AM Mt. Pinatubo Tour
March 30, 2025 AM Wellness experience
PM Poblacion Food/ Pub Crawl

E. Travel Insurance

Provision of travel insurance for two (2) 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.

F. Travel Kits

Provision of two (2) travel kits for all participants containing personalized tote bag, alcohol, tissue, wipes, dry bag, and portable fan.

IV. BUDGET

TOTAL BUDGET: PHP 654,325.94

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. 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 price.

Project expenses to be charged to the approved DOT 2024 Trust Liability Account (TLA) Funds

V. CONTACT PERSON

Contact Person : LYNNE ANGELIKA O. CASTILLO
Address : Office of Market Development
5F The New DOT Building

351 Sen Gil Puyat Avenue
Brgy. Bel Air, 1200 Makati City
Email Address : locastillo@tourism.gov.ph

Noted by:

AZUCENA C. PALLUGNA
Director,
Office of Market Development

Other Information

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

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 mbbuscano@tourism.gov.ph on or before 18 March 2025 at 10:00 AM. Late and unsigned quotations shall not be accepted.

Created by Val Raymund Cristobal Cervantes

Date Created 14/03/2025

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