



SUPPLEMENTAL / BID BULLETIN

Addendum No. 1

This Addendum No. 1 was discussed and agreed upon during the Pre-bid Conference held last March 21, 2018 for the **Tour Operator / Groundhandler Requirement for the Tourism Development Sector Team Building** and is issued to modify and/or amend items in the Bidding Documents. This shall form an integral part of the Bidding Documents.

Changes / Revision in the Terms of Reference

III. BACKGROUND : The Tourism Development Sector which is composed of the Office of Tourism Development Planning, Research and Information Management (OTPRIM) and Office of the Product and Market Development (OPMD), formerly known as Market Development Group (MDG), will conduct its first ever team building in Dumaguete on **May 9-11, 2018**.

No. of Pax : **85 pax**

Date of Implementation: **May 9-11, 2018**

VI. SCOPE OF WORK/DELIVERABLES:

A. ROUNDRIP DOMESTIC AIR TICKETS

- **May 9, 2018** MNL-DGT **via any or all of the below flights:**
 - 5J623 ETD: 0440H ETA: 0615H
 - 5J625 ETD: 0635H ETA: 0810H
 - PR2545 ETD: 0840H ETA: 1010H
- **May 11, 2018** DGT-MNL **via any or all of the below flights:**
 - PR2544 ETD: 1345H ETA: 1510H
 - 5J630 ETD: 1700H ETA: 1820H

B. ACCOMMODATION:

- 2-Nights' Accommodation in a two-three star **dive** resort/hotel (1 or 2 Resorts preferably beach front in Dauin Area) **with a function room good for 85 pax for the teambuilding activity and based on the below room specifications:**
 - 6 Single rooms
 - 10 Twin Sharing rooms
 - 16 Triple Sharing rooms
 - 9 Quad Sharing rooms

C. TRANSFERS:

- **Rountrip airport transfers as per flight details above:**
 - **May 9, 2018**
 - **DOT Office to NAIA**
 - **Dumaguete Airport to Resort/Hotel**
 - **May 11, 2018**
 - **Resort/Hotel to Dumaguete Airport**
 - **NAIA to DOT Office**
- From resort to local restaurant (**May 9-11, 2018**)
- From resort to shopping area (**May 11, 2018**)

E. TOUR ACTIVITIES:

- City Tour on May 9, 2018
- Apo Island Tour with snorkeling on May 10, 2018
- Discover Scuba Diving on May 10, 2018 (50 pax; can be divided by batches)
- Open Water Dive on May 10, 2018 (15 pax)

F. TRAVEL SOUVENIR:

- Team Building Shirt (85 pax)

Please see attached revised Terms of Reference.

Due to the belated release of this Supplemental/Bid Bulletin, the deadline of submission and opening of bids has been moved to April 4, 2018 at 9:00 a.m. and 10:00 a.m., respectively.

For the guidance and information of all concerned.


USEC. KATHERINE S. DE CASTRO
DOT-BAC Chairperson

March 28, 2018

TERMS OF REFERENCE

- I. BIDDER** : **TOUR OPERATOR / GROUND HANDLER**
- II. PROJECT TITLE** : Tourism Development Sector Team Building
- III. BACKGROUND** : The Tourism Development Sector which is composed of the Office of Tourism Development Planning, Research and Information Management (OTPRIM) and Office of the Product and Market Development (OPMD), formerly known as Market Development Group (MDG), will conduct its first ever team building in Dumaguete on May 9-11, 2018.
- Destination : Dumaguete, Negros Oriental
- No. of Pax : 85 pax
- Date of Implementation : May 9-11, 2018

IV. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism (PDOT) is in need of the services of tour operator / ground handler in the Philippines engaged in the business of accommodation.

The conduct of the teambuilding has the following objectives:

1. To evaluate the performance of the sector for the previous year and prepare for the upcoming programs of the next fiscal year.
2. To identify the strengths and weaknesses of the sector and services that are provided to address the issues and challenges encountered.
3. To foster unity and camaraderie among the members of the sector to deliver quality services to colleagues and tourism stakeholders.

V. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- a. Must be DOT-accredited
- b. Must be willing to provide services on send –bill arrangement

VI. SCOPE OF WORK DELIVERABLES

Following are the services required by DOT:

A. ROUNDTrip DOMESTIC AIR TICKETS

- May 9, 2018 MNL-DGT via any or all of the below flights:
 - 5J623 ETD: 0440H ETA: 0615H
 - 5J625 ETD: 0635H ETA: 0810H
 - PR2545 ETD: 0840H ETA: 1010H
- May 11, 2018 DGT-MNL via any or all of the below flights:
 - PR2544 ETD: 1345H ETA: 1510H
 - 5J630 ETD: 1700H ETA: 1820H
- With at least 15kgs baggage allowance per person (roundtrip)
- With travel insurance

B. ACCOMMODATION:

- 2-Nights' Accommodation in a two-three star dive resort/hotel (1 or 2 Resorts preferably beach front in Dauin Area) with a function room good for 85 pax for the teambuilding activity and based on the below room specifications:

- 6 Single rooms
- 10 Twin Sharing rooms
- 16 Triple Sharing rooms
- 9 Quad sharing Rooms

C. TRANSFERS

- Roundtrip airport transfers as per flight details above:
 - 09 May 2018
 - DOT Office to NAIA
 - Dumaguete Airport to Resort/Hotel
 - 11 May 2018
 - Resort/Hotel to Dumaguete Airport
 - NAIA to DOT Office
- From resort to local restaurant (09-11 May 2018)
- From resort to shopping area (11 May 2018)

D. MEALS

- 2 Buffet Breakfast
- 3 Lunch (Buffet)
- 1 Welcome Dinner (Filipino Festive Dinner with Band)
- 1 Buffet Dinner with Karaoke

E. TOUR ACTIVITIES

- City Tour on 09 May 2018
- Apo Island Tour with snorkeling on 10 May 2018
- Discover Scuba Diving on 10 May 2018 (50 pax; can be divided by batches)
- Open Water Dive on 10 May 2018 (15 pax)

F. Travel Souvenir

- Team Building Shirt (85 pax)
- Travel Kit (Snorkeling Gear, Alcohol, wet tissue, Off-lotion, candies and bottled water)

VII. BUDGET

Total budget allocation is **PHP 3,780,000.00**

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. CONTACT PERSON

Contact Person : **BUENA CARLA ZALDIVIA / SOLEIL TROPICALES**
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