



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7833686
Procuring Entity DEPARTMENT OF TOURISM
Title Ambassadors Familiarization Trip 2021 (AFT2021)
Area of Delivery Palawan

| | | |
|--|------------------------------|---------------------|
| Solicitation Number: 2021 - 07 - 0070 | 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 | Document Request List | 0 |
| Category: Travel, Food, Lodging and Entertainment Services | Date Published | 10/07/2021 |
| Approved Budget for the Contract: PHP 370,000.00 | Last Updated / Time | 09/07/2021 15:31 PM |
| Delivery Period: 4 Day/s | Closing Date / Time | 13/07/2021 09:00 AM |
| Client Agency: | | |
| Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com | | |

Description

TERMS OF REFERENCE

I. PROJECT: Ambassadors Familiarization Trip 2021 (AFT2021)

II. BACKGROUND:

Group Name: Familiarization Trip for Ambassadors of UK, Japan & Korea

Total no. of pax: 6 pax

Date/Period: July 14-17, 2021 (UK Ambassador + 1 pax)

August 2021 (Japan Ambassador + 1 pax)

September 2021 (Korean Ambassador + 1 pax)

Covered: July - September 2021

Destination: El Nido, Palawan

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a DOT-accredited local tour operator in the Philippines engaged in the business of providing tour packages or its components to handle and coordinate arrangements for the familiarization trip for Diplomats living in the Philippines. The project is aimed at attaining the following objectives:

- To position the Philippines as a top-of-mind choice for beach holidays and adventure travel that adheres to the safety protocols and health standards amidst and post COVID-19 pandemic;

- To jumpstart the travels of the diplomatic community within the Philippines and have the Ambassadors be the unofficial travel endorsers to their foreign nationals who live in the country and that it is safe and adheres to international safety standards. El Nido in Palawan is one of the companies that has successfully operated and continues to offer Bubble Packages in the time of this pandemic.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-accredited tour operator;
- Has actual experience in handling foreign VIP / members of the Diplomatic Corps in the Philippines;
- Willing to provide services on send-bill arrangement (60 days).

V. SCOPE OF WORK/DELIVERABLES

1) Transportation service requirements including:

- RT Domestic airline tickets via AirSwift inclusive of terminal fee and 10 kilos baggage allowance:

- Manila-Lio-Manila July 14-17 2021 (UK Ambassador + 1 pax)
- Manila-Lio-Manila August 2021 (TBA Japan Ambassador + 1pax)
- Manila-Lio-Manila September 2021 (TBA Korea Ambassador +1 pax)

- Lio – resort – Lio included in package & depending on arrival/departure from Manila; to be handled by resort

2) RT PCR Test conducted by clinic / laboratory duly accredited by the IATF to be done 2 days prior to departure date (requirement of LGU and resort) for 6 persons.

3) Book the 4D/3N Bubble Package in Lagen Island Resort, El Nido based on double occupancy on the following dates and must include the detailed items herein:

- July 14 – 17 2021
- August 2021 exact dates TBA
- September 2021 exact dates TBA

- 4D/3N Accommodation in an air-conditioned room
- Complimentary Roundtrip transfers (Lio Airport Terminal, El Nido, Palawan – Resort vice versa)
- Daily pre-set full board meals (excluding drinks)
- Brewed coffee, tea and fresh fruit juices during breakfast
- Use of non-motorized water sports equipment
- Standard tours and activities
- Applicable taxes & service charge
- Travel Insurance for guests 7-75 years old

4) Submission of the following documents upon completion of each of the 3 individual trips detailed in the project, for facilitation of payment:

- Air tickets, terminal fee receipts and boarding passes of the guests
- Original hotel receipt and hotel manifest (or signed hotel folio)
- Detailed report of the project with photo documentation

5) Finalization of itinerary

VI. BUDGET

Total Estimated Budget (4D/3N Bubble Trip for 2pax X 3 trips) : Php 370,000.00

VII. PROJECT OFFICER/CONTACT PERSON:

Mr. John Arguelles Tanjangco
Mobile: 0918.810.9750
Email: jatanjangco@tourism.gov.ph
jtanjangco@gmail.com

Note: Cost of items in quotation should be broken down and itemized..

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon submission of the winning bidder of the required documents to support payment (No. V, item 5), certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier. Should the end-user be able to get sponsorships, the billing statement should reflect only the actual expenses incurred.

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|---|----------------------|---|----------|-----|--------------|
| 1 | Tour Operator | Ambassadors Familiarization Trip 2021 (AFT2021) | 1 | Lot | 370,000.00 |
| 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 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 Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 13 July 2021 at 09:00 am. Late and unsigned quotations shall not be accepted. | | | | | |

Created by John Paulo Samonte Francisco

Date Created 09/07/2021

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