

INVITATION TO BID

The Philippine Department of Tourism (PDOT), through the Bids and Awards Committee (BAC), invites suppliers to bid for the hereunder project.

TERMS OF REFERENCE

Annual Subscription to Online Aviation Market Intelligence Data

1. BACKGROUND

- 1.1. One of the strategic directions of The National Tourism Development Plan (2016-2022) is to improve market access and connectivity which involves expanding connectivity between the Philippines and key growth markets.
- 1.2. Thus, Department Order No. 2013-06A was issued to further reconstitute the Office of the Product and Market Development (OPMD), formerly known as, Market Development Group (MDG) to include a Route Development Team (RDT) tasked with promoting international air access by helping develop new routes from target source markets to secondary destinations and encouraging more charter flights into the country. In fulfilling this task, it is vital for RDT to have historical and up-to-date aviation intelligence data to help the team analyze the Philippines' position in the aviation industry as it relates to tourism in the Asia-Pacific region.
- 1.3. The Office of the Product and Market Development also includes teams tasked to boost arrivals from opportunity geographic markets and special niches of key markets. The availability of aviation data would certainly aid OPMD in market research and strategy formulation.
- 1.4. DOT also serves as vice-chair at the Civil Aeronautics Board. Hence, up-to-date aviation data will enhance the ability of DOT and the other Philippine air panel members in the performance of their functions.

2. OBJECTIVES

- 2.1. To subscribe to a data provider for aviation intelligence that will enable the Office of the Product and Market Development in general and the Route Development Team in particular to get vital and up-to-date aviation information and analysis and other aviation analytical data tools.
- 2.2. To gather and analyze pertinent aviation data and passenger flow analysis on the Philippines and its competitor countries that will enable DOT to formulate a Route Development Strategy aimed at enhancing long-term growth for Philippine international gateways and destinations.
- 2.3. To assist the Philippine air panel members in formulating the government's decisions on critical issues deliberated on by the panel.
- 2.4. To view potential market opportunities based on historical, current, and future air passenger market, schedule, and airport data.

3. SCOPE OF WORK

To provide DOT access to historical and up-to-date aviation data, analytical data tools, and analysis on the following:

- 3.1. Country and regional profiles/airline and airport data including the following:
 - 3.1.1. International and domestic points, traffic, and capacity
 - 3.1.1.1. Number of air passengers
 - 3.1.2. Number of foreign and domestic carriers
 - 3.1.3. Number of flights and seats between major source markets and the Philippines
 - 3.1.4. Projection of passenger traffic from and to the Philippines

- 3.2. Yields, Load factors, Revenue, and Points
 - 3.2.1. Tracking and analysis of passenger yields and load factors
 - 3.2.2. Detailed sales, revenue, and passenger data per flight segment
 - 3.2.3. Identification and analysis of segment split data based on behind, beyond, local, and bridge points
- 3.3. Point of Sale
 - 3.3.1. Location of agency used to purchase ticket at region and country level
 - 3.3.2. Market share and market growth rate studies
 - 3.3.3. Identification of passenger travel patterns and preferences
 - 3.3.4. Identification of point of origin airport
- 3.4. Passenger profile
 - 3.4.1. Country of residence of international passengers
- 3.5. Schedule and Capacity
 - 3.5.1. Historical schedule and capacity data
 - 3.5.2. Benchmarking of capacity and schedules against other airports and airlines
 - 3.5.3. Identification of alliance, code share, and marketing partners and their contribution and impact on key routes
- 3.6. Comparison of local airports against competitive airports in the same catchment area
 - 3.6.1. Analysis of airport local and connecting traffic mix
- 3.7. Aviation news and analysis
- 3.8. Training on how to access the portal and how to generate the above data.

4. EXPECTED OUTPUT

- 4.1. Aviation data accessible on a year-round basis to at least 10 (ten) officials of the Department of Tourism particularly at the Office of the Secretary, Office of the Undersecretary for Tourism Development, Office of the Assistant Secretary for Tourism Planning, Research, and Information Management, the Office of the Product and Market Development, Legal Affairs Service, and the Route Development Team.

5. PROJECT DURATION AND BUDGET

- 5.1. The subscription should commence immediately upon receipt of the Notice to Proceed and should last for at least one year.
- 5.2. Total budget for the subscription is **Fifty Thousand Nine Hundred Twenty Five US Dollars (USD 50,925.00)**.

VII. CONTACT DETAILS

Inquiries may be coursed through:

- a) Francisco M. Lardizabal, Head of Strategic Development Technical Unit
 Telephone number: 4595200 loc. 523
 E-mail address: fmlardizabal@tourism.gov.ph, fmlardizabal@gmail.com
- b) Erwin F. Balane, Head of Route Development Team through:
 Telephone number: 4595200 loc. 520
 E-mail address: efbalane@tourism.gov.ph, efbalane@gmail.com

VIII. PAYMENT PROCEDURE

Processing of payment shall comply with government procedures and will be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier.

INSTRUCTIONS TO BIDDERS:

1. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

2. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).
3. The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance and availability of Bidding Documents	December 28, 2017 to January 16, 2018 (8:00 a.m. to 5:00 p.m. Philippine time) January 17, 2018 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
2. Pre-bid Conference (Skype Account Name: dot-bac)	January 5, 2018 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
3. Deadline for Request for Clarification (jaolba@tourism.gov.ph)	January 8, 2018
4. Issuance of Supplemental / Bid Bulletin	January 10, 2018
5. Deadline of Submission and Receipt of Bids	on or before January 17, 2018 until 9:00 a.m. only Philippine time 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
6. Opening of Bids / Eligibility Check (Skype Account Name: dot-bac)	January 17, 2018 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines

4. Bid Documents may be obtained at the PDOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., at the 4th Floor, DOT Bldg., No. 351, Sen. Gil Puyat Ave., Makati City, Philippines, 1200 (Tel. Nos. [+632] 459-5200 to 30 loc. 406) upon payment of non-refundable fee of Five Thousand Philippine Pesos (PhP5,000.00) or its equivalent in US\$, to the DOT Cashier, Ground Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City Philippines or deposited to:

Account Name	Philippine Department of Tourism - Regular Trust
Account Number	0407-021900-030
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J. P. Rizal corner F. Zobel St., Makati, Manila, Philippines
Swift Code	DBPHPHMM

5. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
6. Bidders are advised to e-mail (jaolba@tourism.gov.ph) a scanned copy of the deposit slip as proof of payment.
7. Bidders are required to submit in sealed envelope seven (7) copies the following:

7.1 For *Foreign Bidders*:

- 7.1.1 Philgeps Registration Number;
- 7.1.2 Certificate of Registration or license to engage in business issued by relevant government authority;

- 7.1.3 Statement of Bidder's experience (***please refer to Annex A***) relevant to the deliverables in the Terms of Reference in the past two (2) years;
- 7.1.4 Financial Statements for the year preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- 7.1.5 Bid Security in the form of cash or cashier's/managers check issued by a bank in good standing, payable to the Philippine Department of Tourism in the amount equivalent to ***Two Percent (2%) of the ABC – 51,495.36 or its equivalent in USD or*** Duly Notarized Bid Securing Declaration (***please refer to Annex B***)
- 7.1.6 Conformity with the Terms of Reference (***please refer to Annex C***);
- 7.1.7 The prospective bidder's ***computation for its Net Financial Contracting Capacity (NFCC) (please refer to Annex H)*** ;
- 7.1.8 Statement by the Bidder or its duly authorized representative (***Duly Notarized Omnibus Sworn Statement – please refer to Annex D***); and
- 7.1.9 Financial Proposal Form (***please refer to Annex E***)


7.2 For *Filipino Bidders*:

- 7.2.1 PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR;
- 7.2.2 Statement of the prospective bidder of all its ongoing government and private contracts (***please refer to Annex F***), including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- 7.2.3 Statement identifying the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last two (2) years (***please refer to Annex G***);
- 7.2.4 The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) (***please refer to Annex H***) ***or*** Committed Line of Credit from a Universal or Commercial Bank which must be at least equal to ten percent (10%) of the ABC = ***PhP282,587.20***; and
- 7.2.5 Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- 7.2.6 The bid security in any of the form below:
 - 7.2.6.1 Cash or cashier's/manager's check issued by a Universal or Commercial Bank – ***Two Percent (2%) of the ABC – PhP51,495.36; or***
 - 7.2.6.2 Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank - ***Two Percent (2%) of the ABC – PhP51,495.36; or***
 - 7.2.6.3 Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security – ***Five Percent (5%) of the ABC – PhP128,738.40; or***
 - 7.2.6.4 Duly Notarized Bid-Securing Declaration (***please refer to Annex B***)
- 7.2.7 Conformity with the Terms of Reference (***please refer to Annex C***);
- 7.2.8 Duly Notarized Omnibus Sworn statement (***please refer to Annex D***).
- 7.2.9 Financial Bid Form (***please refer to Annex E***).

- 8. All documents shall be current and updated and translated in English. Any missing document in the above-mentioned requirements is a ground for outright rejection of the bid.
- 9. In case of foreign bidders, the eligibility requirements or statements, the bids and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign

bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

10. To facilitate the evaluation of the bids, bidders are advised to follow the arrangement of the required documents in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.
11. The DOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

USEC. KATHERINE S. DE CASTRO 
Philippine Department of Tourism
BAC Chairperson