



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5784164
Procuring Entity DEPARTMENT OF TOURISM
Title FRENCH MEDIA FAM TRIP TO THE PHILIPPINES-Banaue/Sagada/Siargao/Manila-November 26 to December 5, 2018

Area of Delivery

Solicitation Number:	2018-11-0350	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
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	08/11/2018
Approved Budget for the Contract:	PHP 970,996.88	Last Updated / Time	08/11/2018 00:00 AM
Delivery Period:		Closing Date / Time	12/11/2018 10:00 AM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. PROJECT: French Media fam trip to the Philippines

II. BACKGROUND:

Group Name: Familiarization trip for French media
 Total no. of pax: 8 pax
 6 French journalists, 1 DOT Market rep and 1 DOT Frankfurt rep
 Date/Period
 Covered: November 26 to December 5, 2018
 Destinations: Banaue / Sagada / Siargao / Manila

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 French journalists. The project is aimed at attaining the following objectives:

1. To project the dynamism of the country by providing new interest topics on the Philippines;
2. The familiarization trip will highlight the country's wide array of natural landscapes, as well as the diversity of Philippine cultures and the Filipino people;

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travelers from the abovementioned areas;
- c) Has actual experience in handling media groups;

d) Willing to provide services on send-bill arrangement (60 days).

V. SCOPE OF WORK/DELIVERABLES

1) Transportation service requirements including:

a. Domestic airline tickets inclusive of terminal fee and 20 kilos baggage allowance:

i. 12:25pm flight from Manila to Cauayan – Nov. 28 (8 pax)

ii. 10:15am flight from Manila to Siargao – Dec. 2 (8 pax)

iii. 9:15pm flight from Siargao to Manila – Dec. 4 (8 pax)

b. Airport hotel transfer – based on the above and upon arrival/departure from Manila; with provision for luggage van

c. Transportation for the tours

2) Cover all accommodations on single occupancy basis (with breakfast) in the following establishments in the following destinations on the following dates:

a. Nov. 27 (overnight) – at least 4-star / deluxe hotel in Makati CBD (8 deluxe rooms)

b. Nov. 28-30 (3D/2N) – bed and breakfast / pension house in Banaue or in (8 rooms)

c. Nov. 30 (overnight) – bed and breakfast / pension house in Sagada (8 rooms)

d. Dec. 1 (overnight) – at least 4-star deluxe hotel in Makati CBD (8 deluxe rooms)

e. Dec. 2-4 (3D/2N) – deluxe resort in Siargao (8 deluxe rooms)

3) Guided tours to include one English or French-speaking tour guide, guide fees for DOT-accredited local guides, entrance fees and service charges to include the following activities:

a. Manila tour on November 27

b. Banga-an and Batad tour on November 29

c. Sumaguig Cave tour on November 30

d. Two-day Siargao Island tour on December 2-3

e. Spa/Massage

4) Full board meals for 8 pax from November 27 to December 4, 2018

5) Submission of the following documents upon completion of the project for facilitation of payment:

a. Air tickets, terminal fee receipts and boarding passes of the guests

b. Original hotel receipt and hotel manifest (or signed hotel folio)

c. Original trip tickets of land transfer (coaster, van, etc.)

d. Detailed report of the project with photo documentation

6) Finalization of itinerary

VI. BUDGET

Estimated budget: Php 970,996.88

VII. PROJECT OFFICER/CONTACT PERSON:

Ms. Micah Maria Anne Sales

Tel: 459-5200 local 504

Mobile: 09176334346

Email: salesmicah@gmail.com

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

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.

Other Information

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

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual)

2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu

of Mayor's Permit and Philgeps registration Number

3. Latest annual Income Tax Return or Bus. Tax Return (For ABC's above Php500K)

4. Original or certified true copy of duly notarized Omnibus Sworn Statement

5. DOT Accreditation certificate (valid)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to

Ms. Teresita A. Romanes at the Department of Tourism

#351 Sen. Gil Puyat Avenue, Makati City

Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by	TERESITA A. ROMANES
Date Created	07/11/2018

The PhilGEPs team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPs only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2018 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)