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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5512227
Procuring Entity DEPARTMENT OF TOURISM
Title Social Media Influencers' Fam Trip (Singaporean) Iloilo/Guimaras/Bacolod-Aug.4-8;
 Davao/Samal Island-Aug.5-9, 2018

Area of Delivery

Solicitation Number:	2018-07-0185	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods		
Category:	Travel, Food, Lodging and Entertainment Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 930,998.00		
Delivery Period:		Document Request List	0
Client Agency:			
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	Date Published	25/07/2018
		Last Updated / Time	25/07/2018 00:00 AM
		Closing Date / Time	30/07/2018 16:00 PM

Description

TERMS OF REFERENCE

I. PROJECT: SOCIAL MEDIA INFLUENCERS' FAMILIARIZATION TRIP TO THE PHILIPPINES IN PARTNERSHIP WITH CEBU PACIFIC

II. BACKGROUND:

Group Name : Social Media Influencers' Familiarization Trip to the Philippines

No. of Pax : Batch 1: Group of 06 pax

4 Media + 1 Cebu Pacific Rep + 1 OPMD Rep

Batch 2: Group of 14 pax

12 Media + 1 Cebu Pacific Rep + 1 OPMD Rep

Date/Period Covered : Batch 1: August 4-8, 2018; Batch 2: August 5-9, 2018

Destinations : Batch 1: Iloilo/Guimaras/Bacolod

Batch 2: Davao/Samal Island

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a local tour operator in the Philippines engaged in the business of providing transportation and accommodation requirements for the group of Singaporean social media

influencers plus airline and DOT representatives. This project is aimed to achieve the following objectives:

- a. To heighten awareness on the Philippines as a culinary, cultural, and beach destination among the Singaporean travelers
- b. To tap the mainstream and social media influencers to promote the Philippines in their respective platforms
- c. To sustain the increase of tourist arrivals from the Singaporean market

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travel trade groups and media;
- c) Willing to provide services on send-bill arrangement.
- d) Preferably with experience in handling Singaporean market

V. SCOPE OF WORK/DELIVERABLES

1) Provision of travel insurance for 4-5 days.

2) Transportation service requirements including:

a. Airport hotel transfer with luggage vehicle of the following pick-up time schedule:

Group Date Pick-up time Flight Details

Batch 1 06 pax

Aug 04 ETA 0635H - Iloilo 5J 256

SIN - ILO (0300H - 0635H)

06 pax Aug 08 ETD 1300H - Iloilo port area 5J 255

ILO - SIN (2250H - 0215H+1)

Batch 2 14 pax

Aug 05 ETA 0145H - Davao 5J 716

SIN - DVO (2155H - 0145H)

14 pax Aug 09 ETD 1000H - Davao

5J 715

DVO - SIN (1730H - 2110H)

b. Transfers in Iloilo/Guimaras/Bacolod and Davao/Samal Island

Batch 1 (6 pax): 1 Van (Airport Transfers and around Iloilo city) for August 4, 5, 6 & 8; 1 Van (Guimaras Island) for August 5; 1 Van (port transfers and around Bacolod city) for August 6 -7, 2018; Ferry transfers (Guimaras and Bacolod vice versa) for August 5 and August 6 & 8, 2018

Batch 2 (14 pax): 1 Coaster + 1 Van for luggages (Airport transfer and around Davao City) for August 6, 7 and 9; and 2 Vans (Samal Island and/or boat transfer) for August 8, 2018

c. Meals

Aug 4 Aug 05 Aug 06 Aug 07 Aug 08

Batch 1 Lunch and Dinner Lunch and Dinner Lunch and Dinner Lunch and dinner Early lunch and earl dinner

Aug 06 Aug 07 Aug 08 Aug 09

Batch 2 Lunch and Dinner Lunch and Dinner Lunch and Dinner Lunch only

d. Guided Tours to include guide fee's in Iloilo/Guimaras/Bacolod and Davao/Samal Island

Aug 04 Aug 05 Aug 06 Aug 07 Aug 08

Batch 1 Miag-ao Church and Garin Farm Pilgrimage Guimaras Island Tour (Island Hopping and Land tour) Bacolod City Tour (The Ruins, Museum, etc) Lakawon Island and Tawhai Floating Bar Tour Iloilo City Tour

Aug 06 Aug 07 Aug 08 Aug 09

Batch 2 Philippine Eagle Center and Malagos Garden REsort Whitewater Rafting Chosen Activity:

Activity 1: Snorkeling (Pearl Farm - giant clams)

Activity 2: Hagimit Falls Nature Park

Activity 3: Monfort Bats Conservation Park Davao City Tour (Shopping at Aldevinco, etc.)

e. RT Domestic Air Tickets for DOT Manila Representative

Manila/Iloilo/Manila: August 3, 2018 (PR 2145 ETD1655H/ETA1805H)

August 8, 2018 (PR 2146 ETD1845H/ETA1955H)

Manila/Davao/Manila: August 5, 2018 (PR 2819 ETD1710H/ETA1855H)

August 9, 2018 (PR 2818 ETD1745H/ETA195H)

3) Cover all accommodations on single, twin and triple occupancy basis (with complimentary breakfast), preferably 3-4 star properties in Iloilo/Bacolod and Davao/Samal Island on the following dates for:

Check in Check out

Batch 1

= 06 pax

- (3) Single room
 - (1) Triple room 1. Aug 3, 2018 (Iloilo)
- (early check in)

2. Aug 06, 2018 (Bacolod) 1. Aug 06, 2018 (Iloilo)

2. Aug 08, 2018 (Bacolod)

Check in Check out

Batch 2

= 14 pax • (10) Single room

• (2) Twin room 1. Aug 07, 2018 (Samal Island)

Note: Accommodation for Aug.5-7 in Davao city (c/o Region XI) 1. Aug 09, 2018 (Samal Island)

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

- a. Original hotel manifest
- b. Original trip tickets of land and boat transfer (coaster, van, boat, etc.)
- c. Detailed report of the project with photo documentation
- d. Photocopy of Tour Guide IDs as proof of DOT Accreditation

VI. BUDGET

Total estimated budget is PHP930,998.00

VII. PROJECT OFFICER/CONTACT PERSON:

Zeny Pallugna and Miah Adao

Tel: 459-5200 local 524

Mobile: +63 917 890 7064 / +63 917 906 2325

Email: zen.pdotnewyork@gmail.com; miah.adao@yahoo.com.ph

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

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

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon 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 to be incurred.

Other Information

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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) or Official Receipt as a Proof of Payment for the Renewal of Business Permit
2. PHILGEPS' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid DOT Accreditation certificate

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

Created by TERESITA ANDRIN ROMANES

Date Created 24/07/2018

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