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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6602090
Procuring Entity DEPARTMENT OF TOURISM
Title Familiarization Trip for Lufthanza Magazin-December 10-12, 15-16, 2019
Area of Delivery

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | 2019-10-0286 | Status | Active |
| 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 | 1 |
| Category: | Travel, Food, Lodging and Entertainment Services | Date Published | 30/10/2019 |
| Approved Budget for the Contract: | PHP 214,991.81 | Last Updated / Time | 30/10/2019 00:00 AM |
| Delivery Period: | | Closing Date / Time | 04/11/2019 14:00 PM |
| 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. BIDDER : Tour Operator

II. PROJECT TITLE : Familiarization Trip for Lufthansa Magazin

Number of Pax : 4 persons (1 Editor-In-Chief, 1 Photographer, 1 DOT-OPMD and 1 English speaking guide)

Destination : Manila Leg

Period Covered : December 10-12 and December 15-16, 2019

III. PURPOSE/OBJECTIVES

To project the dynamism of the country by continuously providing new interest topics on the Philippines and sustain the presence of the Philippines in Europe

IV. MINIMUM QUALIFICATIONS/REQUIREMENTS FOR SUPPLIERS

- Must be DOT-accredited
- Preferably specializing in the European market

- c. Willing to provide services on a send-bill arrangement (90 days credit)
- d. Must have handles DOT groups/guests in the last three (3) years
- e. Provision of travel and accident insurance for the guests in case of emergency, trip cancellation or emergency trip termination
- f. Ground arrangement for tour package on the Manila leg (round trip airfare with at least 20 kg baggage allowance provisions, tours, single occupancy accommodation, and full board meals)
- g. Provision of airport representative to assist guests upon arrival and departure in airport

V. SCOPE OF WORK/DELIVERABLES

A Tour Operator that will be in-charge of the following:

TRANSPORTATION

Inclusions : Van, Fuel, Parking, Driver, and Meals

December 10, 2019 - Airport Transfers

To and from the dinner venue

December 11, 2019 - Manila City tour

To and from the lunch and dinner venues

December 12, 2019 - Airport transfers

December 15, 2019 - Airport transfers

To and from the dinner venue

December 16, 2019 - To and from the lunch and dinner venues

Airport transfers

MEALS (2 Guests, 1 OPMD staff and 1 English-speaking guide/Tour Escort)

December 10, 2019 - Dinner with 2 round of drinks

December 11, 2019 - Lunch and dinner with 2 rounds of drinks per meal

December 12, 2019 - Packed breakfast with drinks

December 15, 2019 - Dinner with 2 rounds of drinks

December 16, 2019 - Lunch and dinner with rounds of drinks per meal

ACCOMMODATION

December 10 to 12, 2019 - 3 Single rooms with breakfasts in a de luxe hotel in Makati City

2 Nights

December 15 to 16, 2019 - 2 Single rooms with breakfasts in a de luxe hotel in Makati City

1 Night

ENGLISH-SPEAKING GUIDE/TOUR ESCORT

December 10, 2019 - Half day

December 11, 2019 - Whole day

December 12, 2019 - Half day

December 15, 2019 - Half day

December 16, 2019 - Whole day

DOMESTIC AIR TICKET - 2 Pax

December 12, 2019 - Manila/Cauayan via Cebu Pacific 0700H/0810H

December 15, 2019 - Tuguegarao-Manila via Cebu Pacific 1440H-1550H

TRAVEL INSURANCE : 2 Pax

Note : Please refer to the attached itinerary for all the requirements

Tour operator/winning bidder should be able to provide the following:

1. Extended/longer option dates (without penalties or price increase)
2. Provide option for re-booking and cancellation and change of participant names (without penalties)
3. Air tickets issuance is subject to DOT authorization

V1. BUDGET

Total Estimated Budget : P214,991.81

Cost proposals must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

The winning bid however 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 estimated budget.

The itinerary and inclusions are subject to change.

VII. PROJECT OFFICER/CONTACT PERSON

Project Officer : Diegeli Liwanag

Address: Market Development Division-Office of Product and Market
Development
Contact Numbers 8459-5200 local 504/09175554416

VIII. PAYMENT PROCEDURE

Government procedure

Noted by :

RAYMUND GLEN A. AGUSTIN
Chief Tourism Operations Officer

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)
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 Income or Business Tax Return (For ABC's above Php500K)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

Created by TERESITA A. ROMANES

Date Created 29/10/2019

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