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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5420227
Procuring Entity DEPARTMENT OF TOURISM
Title ZHOUSAN CRUISE FAMILIARIZATION TOUR in MANILA (June 24-25 and 28-29, 2018)
Area of Delivery

Solicitation Number: 2018-060162	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods		
Category: Travel, Food, Lodging and Entertainment Services	Bid Supplements	0
Approved Budget for the Contract: PHP 788,246.72		
Delivery Period:	Document Request List	1
Client Agency:		
	Date Published	14/06/2018
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	Last Updated / Time	14/06/2018 00:00 AM
	Closing Date / Time	18/06/2018 10:00 AM

Description

TERMS OF REFERENCE

I. PROJECT TITLE: ZHOUSAN CRUISE FAMILIARIZATION TOUR in Manila
24-25 and 28-29 June 2018

II. BACKGROUND

In line with our efforts to promote the Philippines as a major cruise destination for China, we are exploring a joint cooperation with Zhoushan Cruise Ports authorities to bring Chinese tourists to the Philippines through cruise vessels. In line with this initiative, we will conduct a familiarization tour of Manila on June 24-25 and 28- 29, 2018 for 16 guests.

III. PURPOSE / OBJECTIVES

The DOT is in need of the services of a local tour operator in the Philippines engaged in the business of providing tour packages and its components to handle and conduct arrangements for the familiarization tour for the Zhoushan Cruise Ports authorities, cruise lines and partner agents. The project is aimed at achieving the following objectives:

- A. To raise awareness among Zhoushan cruise ports authorities, cruise lines and partner agents about destinations and programs of Manila;
- B. To meet with local handlers, local government officials and cruise industry partners in the Philippines;
- C. To create possible shorex programs ; and
- D. To encourage cruise deployment from Zhoushan to the Philippines.

IV. MINIMUM REQUIREMENTS FROM THE SUPPLIER

- A. Must be DOT-accredited.
- B. Has actual experience in handling travel trade groups.
- C. Must be willing to provide services on send –bill arrangement.
- D. Preferably with experience in handling the Chinese market.

V. SCOPE OF WORK / DELIVERABLES

Following are the services required by the Philippine Department of Tourism for the ground handling services:

- A. Room accommodation
 - 5-Star Hotel within the Entertainment City (16 deluxe rooms in single occupancy)
 - 24-25 June 2018 (Note: Early check-in at 6am and early check-out at 5am)
 - 28-29 June 2018 (Note: Early check-in at 9am)
- B. Round trip air tickets (CRK-PPS-MNL)
 - 26 June 2018 – Clark to Puerto Princesa via PR 0877
 - 28 June 2018 – Puerto Princesa to Manila via PR2782
- C. Air-conditioned land transfers
 - a. One unit coaster (33 seater) 24 June 2018
Airport to Hotel and City Tour
 - b. One unit coaster (The Luxe Bus: Estillo 18 seater) 25 June 2018
Hotel to Subic City Tour and transfer to Clark Hotel
 - c. One unit coaster (33 seater) 28 June 2018
Airport to Hotel and City Tour
 - d. One unit coaster (33 seater) 29 June 2018
Hotel to Airport
- D. Tours: Intramuros and Manila City Highlight tour
- E. Meals as per itinerary

VI. BUDGET

Total budget allocation for the ground handling services is PHP 788,246.72 chargeable against the 2018 budget of the Office of Product and Market Development.

VII. PAYMENT PROCEDURE

Process of payment shall be initiated upon the certification of the end-user of satisfactory completion of services and issuance of the billing statement of the supplier. Should the end-user be able to get sponsors, the billing statement should reflect only the actual expenses incurred.

NOTE: The winning bidder 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. CONTACT PERSONS

Zenaida Romasanta Gina Marie Liberty N. Esmaña
 Project Officer Head, Cruise Tourism
 Office of Product and Market Development Office of Product and Market Development-Cruise
 Email: aidaaspac@gmail.com Email: jingaspac@gmail.com
 Contact No. : (02) 459-5200 loc. 524 Contact No. : (02) 459-5200 loc. 524

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

NOTE : For Land Bank Payment Purposes:
Bank's Name _____
Bank's Account Number _____

Created by TERESITA ANDRIN ROMANES

Date Created 13/06/2018

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