



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6519415
Procuring Entity DEPARTMENT OF TOURISM
Title LXRY Magazine Familiarization Trip of the Philippines- November 25- Dec. 07, 2019
Area of Delivery

Solicitation Number:	2019-10-0250	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 995,707.04	Date Published	04/10/2019
Delivery Period:		Last Updated / Time	04/10/2019 00:00 AM
Client Agency:		Closing Date / Time	07/10/2019 14:00 PM
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 : LXRY Magazine Familiarization Trip of the Philippines
November 25 to December 7, 2019
Metro Manila, Tagaytay, Batangas, Siargao, Bohol, El Nido and Boracay)

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of the services of a DOT-accredited local tour operator engaged in the business of providing domestic air tickets, accommodations, tours, and ground handling services.

IV. MINIMUM REQUIREMENTS :

- A. Must be accredited by the PDOT
- B. Must be willing to provide services on send - bill arrangement
- C. Must have handled PDOT groups in the last three (3) years
- D. Provision of travel and accident insurance for each participant for the duration of the trip
- E. Ground arrangement for tour package (round trip domestic airfare with 30 kg baggage allowance, entrance fees, terminal fees, environmental fees, portorage fees, roundtrip airport transfers with luggage provisions, tours, single occupancy accommodation, and full board meals)
- F. Provision of participant's guidebook
- G. Provision of airport representatives to assist guests upon arrival and departure in airport
- H. Provision of first aid medical kit for the participants

V. SCOPE OF WORK

- A. Domestic Air tickets

Number of pax Date Route Class ETD - ETA
3 Nov. 27, 2019 Manila – Siargao
DG6841 Economy 0935H-1200H
3 Nov. 29, 2019 Siargao – Cebu
DG 6852 Economy 0855H – 1000H
3 Dec. 1, 2019 Tagbilaran to El Nido / T6-615 Economy 1050H – 1235H
3 Dec. 4, 2019 El Nido - Caticlan / T6-410 Economy 1325H – 1430H
3 Dec. 6, 2019 Caticlan – Manila / 5J 902 or PR 2042 Economy 1410H – 1525H or
1330H – 1430H

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 (without penalties)
3. Air ticket(s) issuance is subject to DOT authorization

B. Ferry Requirements

Number of pax Date Route Class ETD - ETA
3 Nov. 29, 2019 Cebu – Tagbilaran Business 1130H – 1300H

C. Accommodation

Accommodations on the following dates inclusive of daily breakfast:

Date Hotel Room Type Quantity of Rooms

Nov. 25 – 27, 2019

(2 nights) Must be a DOT accredited, 4-5 star hotel in Makati City Single 3 Rooms

Nov. 27 – 29, 2019

(2 nights) Must be a DOT accredited, and facilities are similar or comparable to 4 to 5-star hotel / resort in Siargao Single 3 rooms

Nov. 29 – Dec. 1, 2019 (2 nights) Must be a DOT accredited, 4-5 star hotel / resort in Bohol Single 3 rooms

Dec. 1 - 4, 2019

(3 nights) Must be a DOT accredited, 4-5 star resort in El Nido Single 3 rooms

Dec. 4 - 6, 2019

(2 nights) Must be a DOT accredited, 4-5 star hotel / resort in Boracay Single 3 rooms

Dec. 6 – 7, 2019 Must be a DOT accredited, 4-5 star hotel in Makati City Single 3 rooms

D. Meals

All meals at destinations: Set meals with 2 rounds of drinks; Drinks preferable to the European market

E. Land transfers:

1. Land transfers in all destinations to be visited: van
2. Airport – hotel – airport transfers should have coordinators (during arrival and departure procedures)

F. Tours:

1. Batangas and Tagaytay guided tour on Nov. 26
2. Nightlife tour of Siargao on Nov. 27
3. Siargao Island tour with lunch at Dako Island on Nov. 28
4. Loboc river cruise with lunch and guided tour of tarsier sanctuary; Loboc Ecotourism Park on Nov. 29
5. Countryside tour of Bohol on Nov. 30
6. Sunset cruise in El Nido on Dec. 1
7. El Nido Island hopping tours on Dec. 2 and 3
8. Nightlife tour of Boracay White Beach on Dec. 4
9. Island hopping tour on Dec. 5

All tours should provide for:

1. English-speaking guide (except in El Nido)
2. Parking, entrance, toll and other fees
3. Refreshments and cold towels inside the vehicle

G. Others

1. Spa treatment – Foot or hand spa treatment on Nov. 26 (2 pax) and Philippine Hilot on Dec. 5 (2 pax)
2. Travel Insurance for tour participants covering the tour dates
3. First aid kit and anti-mosquito repellent spray
4. Billing should only cover actual number of participants

VI. BUDGET

Particulars Budget (PHP) Remarks

Flight Requirements

Accommodation

Transportation

Meals

Guided tours (as indicated in the tour itinerary)

Spa treatment

Travel insurance (group)

Terminal fees, parking, toll, entrance, portorage and all other fees Php 995, 707.04

Based on approved budget and attached quotation

GRAND TOTAL Php 995, 707.04

Cost proposal 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 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.

VII. CONTACT PERSONS

Contact Persons : MR. STALINGRAD F. SAMSON / MS. MICAH SALES

Address : Office of Product and Market Development

5F The New DOT Building, 351 Sen. Gil Puyat Avenue

Brgy. Bel Air, Makati City 1200

Contact Number : 459-5200 local 504 / 0905-5181057

Email Address : dot.opmdeurope@gmail.com

Msales@tourism.gov.ph

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

Created by TERESITA A. ROMANES

Date Created 03/10/2019

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