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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6483219
Procuring Entity DEPARTMENT OF TOURISM
Title MEDIA FAM TRIP (Filming) "TRAVEL THE WORLD WITH PAOTHONG" - Metro Manila -29 September to 01 October 2019

Area of Delivery

Solicitation Number:	2019-09-0224	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 276,000.00		
Delivery Period:		Date Published	20/09/2019
Client Agency:		Last Updated / Time	19/09/2019 15:25 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	Closing Date / Time	23/09/2019 10:00 AM

Description

TERMS OF REFERENCE
Requirements for Services of Tour Operator

Project: MEDIA FAM TRIP (Filming) "TRAVEL THE WORLD WITH PAOTHONG"
Date: 29 September - October 01, 2019
Venue: Metro Manila
Project Officer: Gwen S. Batoon
OPMD Thai
gsbnorthasia@yahoo.com

I. Background

A OPMD Thailand media invitational project with a scheduled ocular/location hunting before arrival of the Thailand TV production crew and TV host celebrity Mr.Paothong. Thongchau. The ocular inspection will include photo documentation of the suggested locations to be submitted to the production company to finalize the storyboard. It will also be an occasion for DOT to discuss the invitational program with the local government unit tourism officer. The suggested ocular inspection should preferably be no later than 23 September 2019.

Co-sponsored by Thai Airways and Dusit Hotel, the 4 man team from Thailand will arrive on the 29th and depart for Guam on the 1st October. As a barter agreement, the team will cover the two Dusit properties. The storyboard will feature the Old and New Manila, centering on our heritage and cuisine culture. Weather permitting, the crew will cover Makati, Manila, Pasay, and Bonifacio Global City. In the event of poor weather filming will be indoors. And if weather permits there will be one drone shooting if permit is secured by PDOT.

Given the limited shooting hours, time will have to be maximized; therefore service provider must assign one tour coordinator who will ensure that the cuisine is pre-ordered and presentable and ready for shooting upon arrival of the crew at site. On the same note, the provider must coordinate with the concerned featured restaurants and ensure

permission to shoot as well as secure from the dinning patrons permission to be included in the TV program. Likewise, the provider must secure in writing from said patrons this permission to ensure no legal issues in the future. The ordered meals used for shooting will also be the meals of the crew to save on time.

Given the nature of the project, the interpreter guide should be available until the end of the shooting and this may take more than 12 hours into 19 hours. Only the actual hours should be charged against the budget. An appropriate coaster should be provided to the crew who will use the coaster also as the celebrity's lounge/dressing room if necessary. The interpreter guide should be knowledgeable on the historic background data as well as ingredients of the menu selected. PDOT will select the menu to be filmed.

The tour coordinator assigned to the project will coordinate with the PDOT officer assigned to the project who will need to be in the same hotel as the group given the early hours and need to coordinate storyboard on a daily basis.

II. Objectives:

- (1) To provide awareness of our cuisine and heritage tour products
- (2) To increase arrivals from Thailand thru exposures in popular TV programs with digital exposures.

III. Itinerary and proposed storyboard (refer to attachment)

Itinerary in summary is as follows.

29 September 2019, Sunday

- Meet and Greet at airport
- Arrange airport transfers
- Filming of Singing Cooks & Waiters, Islas Pinas, Roxas Blvd., Manila Tour (includes Fort Santiago & Intramuros attractions)
- Filming of La Cathedral Café
- Filming of MOA Baywalk and/or Casino Row (Okada Dancing Fountain Show)

30 September 2019, Monday

- Filming of Dusit Manila (arranged already with Dusit)
- Binondo Food Tour
- Filming of Dampa Seaside
- Filming of National Museum
- Filming of Islas Pinas Bread corner & resto jeepney
- Chocolate Bar Crawl Poblacion Tour
- Filming of Black Bird Restaurant (already arranged with Dusit)
- Filming of Ayala Gardens

01 October 2019, Tuesday

- Filming of Venice Grand Canal (Canal scene)
- Bonifacio High Street and Art Murals Tour (select a mural adjacent a shopping/resto cluster or of importance)
- Filming of Dusit Fort Hotel (already arranged with Dusit)
- Airport Transfer and Pre-check in arrangements

IV. No. of participants

- 4 Foreign Participants (1 celebrity and 3 crew member)
- 1 DOT OPMD Thai Officer (for selected shifts) or Marketing Rep
- 1 DOT job order staff (to accompany the group thru the whole trip)
- 1-2 LGU Tourism Officer (in certain appointments/part of the program) to assist filming in their localities

The Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the Filming/ shooting ground requirements of the abovementioned project based on the following guidelines

V. Scope of Services (No Subcontracting of Ground Handler)

1. Coordination with concerned LGUs, outfits and restaurants to ensure smooth filming of our choice of footages based on the itinerary/story board
2. Facilitation for filming permits for the team based on itinerary requirement (DOT to provide the storyboard, crew and equipment list & copies of passports.
3. Provision of the following (refer to itinerary):

A. Transportation –

Provide a coaster (preferably newer model) in Manila from 29 September to 01 October 2019, inclusive of the following:

- Gasoline, toll and parking fees
- Provision of snacks on board
- Provision of bottled water (2 bottles/pax/day) and wet towels
- Provision of first aid kit and other hygiene kit

Coaster is requested to stay until the end of each shooting

Arrange 1 calesa ride for shooting purpose (if weather permits)

B. Accommodation

- Dusit Hotel

Provide 2 single deluxe room accommodations with breakfast from 29 September to 01 October, 2019 (total 2 nights)

C. Tours And Other Activities

* Depending on the weather the itinerary dates may interchange and necessary modifications may be required (such as more interior shootings).

o Manila Tour (6 pax)

o Binondo Food Tour (6 pax)

- o Chocolate Crawl Tour (8 pax)
- o Bonifacio High Street Tour (6 pax)
- o Barbara Heritage Restaurant Tour (7pax)

D. Airport requirements:

29 September 2019, Sunday

- Meet and Greet at airport w/ lei service
- Arrange airport transfers.

01 October 2019, Tuesday

- Airport Transfer and Pre-check in arrangements

E. Meals And Beverages & Filming of Restaurants

- Arrange lunches & dinners not included in tour programs

Day 1 (Sept 29, 2019) Singing Waiter (7pax)

La cathedral café (merienda) (7 pax)

Islas Pinas (bread) for filming (1 doz variety)

Day 2 (Sept.30, 2019) Dampa Seafood (8 pax)

Ayala Garden (3 pax)

Day 3 (Oct. 1, 2019) BGC lunch (8 pax)

Dusit Manila (2 pax)

- Arrange the food for shooting

Food/dinning footages include

- Singing Waiter
- Islas Pinas (bread corner)
- La Cathedral Café
- Barbara Heritage Restaurant
- Dampa Seaside
- Ayala Garden
- Pub/Resto that are part of the Chocolate Pub Crawl of Poblacion
- Binondo Food Tour
- BHS

• Lunch and dinner food which will be used for shooting footages as well as meal of the crew. Menu will be decided by PDOT to ensure differentiation in footages. Budget for each meal per pax should be approximately Php1,200.00/pax for lunch and Php 1,300/pax for dinner for non-tour programs. Total amount not to exceed project budget and must be consulted with DOT. Refer to itinerary

• DOT has negotiated hosted lunch/dinner (by pax) therefore said accounts shall not be included in the cost. Any secured sponsorship shall be deducted from actual cost.

F. Thailand-Speaking Tour Guide

- DOT Accredited Tour Guide:
- Can speak Thai and English fluently
- Knowledgeable about the history of the Philippines in terms of culture, lifestyle and culinary
- Neatly dressed .
- Available on 29 September to 01 October 2019.

Kindly refer to the itinerary. Only actual hours should be charged against the budget.

G. Tour Coordinator

- To provide miscellaneous budget for snacks and other tour-related expenses during the itinerary period
- To coordinate that all props are ready, pre order food for footage requirement and to serve as advance party to ensure the smooth facilitation of the shooting in good and bad weather.

H. Ocular Inspection/ Location Hunting Transportation Requirement

- Van for location and ocular inspection (2 days), preferably 24 September 2019 and no later than 26th September for inspection. Coordinate w/DOT and concerned outfits to allow the inspection and to take photos. Inspection will be selected locations of the itinerary and not to exceed 14 hours. It is encouraged that the coordinator assigned for the tour accompany the team
- Meal/sampling for 3 pax not to exceed P3,600 (2 day lunch)

4. Eligibility Requirements

- a. Must be a Department of Tourism (DOT) accredited Tour Operator
- b. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
- c. Must possess the necessary expertise in the conveyance of passengers, preferably with experience with Thai market
- d. Must be a member of DOT recognized organizations.
- e. Must have a professional track record in handling international groups
- f. (particularly ASEAN) in the last five years.
- g. Must have handled/participated at least three (3) DOT projects / events.
- h. Must have the capacity to provide first class tourists buses and vehicles.

The allotted budget is Php 276,000.00 (inclusive of all applicable taxes).

5 . Payment Procedure

Send bill to the DEPARTMENT OF TOURISM after the completion of services

6. Evaluation Procedure

The winning bid shall be selected based on the amount of bid and shall also consider the goods and services based on bidding documents, provided that the amount of bid does not exceed the above total budget.

PREPARED BY:

GWEN S. BATOON
Officer-in-Charge
OPMD-Thai

Contact No; DOT trunk Line 459-5200 local 524
Email address: gsbnorthasia3@yahoo.com

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 19/09/2019

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