



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5453598
Procuring Entity DEPARTMENT OF TOURISM
Title Singaporean Social Media Influencers' Familiarization Trip (Manila/Coron July 9-12, 2018)
Area of Delivery

Solicitation Number:	2018-06-0168	Status	Pending
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 350,000.00		
Delivery Period:		Date Published	29/06/2018
Client Agency:		Last Updated / Time	28/06/2018 16:12 PM
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	Closing Date / Time	02/07/2018 14:00 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 : Group of 7 pax

5 Media + 1 Cebu Pacific Rep + 1 OPMD Rep

Date/Period Covered : July 9-12, 2018

Destinations : Manila/Coron

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:

- To heighten awareness on the Philippines as a culinary, cultural, and beach destination among the Singaporean travelers
- 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 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
07 pax
July 9 ETA 1100H - Coron 5J 6057
MNL-USU (0935H - 1100H)
07 pax July 12 ETD 1000H - Coron
ETA 1600H - Manila

ETD 2140H - Manila DG 6048
USU-MNL (1440H - 1555H)

5J 803
MNL-SIN (2140H - 0145H+1)
 - b. Transfers in Coron/Manila
1 Van (Coron) for July 9-12 and 1 Van (Manila) for July 12, 2018
 - c. Meals
July 09 July 10 July 11 July 12
Batch 2 Lunch and Dinner Dinner Lunch and Dinner Lunch
 - d. Guided Tours to include guide fee's in Coron/Manila
July 09 July 11
Mt. Tapyas/Maquinit Hotspring Island Hopping/Snorkeling (Club Paradise Resort) N/A

3) Cover all accommodations on single occupancy basis (with complimentary breakfast), preferably 3-4 star properties in Coron on the following dates for:
Check in Check out
7 pax • (7) Single room July 09, 2018 July 12, 2018

- 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 PHP350,000

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

NOTE : For Land Bank Payment Purposes:

Bank's Name _____
Bank's Account Number _____

Created by TERESITA ANDRIN ROMANES

Date Created 28/06/2018

The PhilGEPs team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPs only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.