



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6446792  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2nd Posting VIP FAMILIARIZATION TOUR FOR CEO OF LEADING TOUR OPERATORS IN MIDDLE EAST IN METRO MANILA, BORACAY, PALAWAN (September 25 to October 01, 2019)

#### Area of Delivery

<b>Solicitation Number:</b> 2019-09-0206	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b> PHP 950,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	06/09/2019
<b>Contact Person:</b> 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	<b>Last Updated / Time</b>	06/09/2019 00:00 AM
	<b>Closing Date / Time</b>	09/09/2019 14:00 PM

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT

VIP FAMILIARIZATION TOUR FOR CEO OF LEADING TOUR OPERATORS IN MIDDLE EAST

##### II. BACKGROUND

Group Name : VIP Familiarization Tour for CEO of Leading Tour Operators in Middle East  
 No. of Pax : 8 VIP/CEO, 1 Market Representative, and 1 DOT OPMD-Middle East Project Officer  
 Date Covered : September 25 - October 1, 2019  
 Destinations : Metro Manila - Boracay - Palawan - Metro Manila

##### III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-accredited tour operator
- Must have participated in DOT initiatives in KSA, Kuwait, Oman, and UAE
- Willing to provide services on send-bill arrangement
- Must provide tour coordinator to monitor guests and assist in the implementation of the familiarization tour.

##### IV. SCOPE OF WORK/DELIVERABLES

##### DATE DESTINATION REQUIREMENTS

September 25  
 Wednesday  
 Metro Manila

- Transfers (3 vans, airconditioned) for 10 pax inclusive of parking fees to pick-up the group from Manila International airport - hotel in Metro Manila
- Services of airport representative to assist guests upon arrival

- Must provide 1 glass-bottled mineral water for each guest
- Accommodation with breakfast in Metro Manila – 10 single rooms in a de luxe/luxury accommodation (halal friendly/offering halal food) – preferably located within the Resorts World Manila complex
- Full board meals (must be in outlets offering halal food)
- Transportation in Metro Manila (1 luxury bus with 2 section seating; individual seat and coach lounge) inclusive of all applicable fees (e.g. terminal fees, environmental fees, toll fees, parking fees, etc.) to pick up the group from the hotel to DOT and back to the hotel
- English speaking tour guide
- Travel insurance for 10 pax for the entire duration of the tour (September 25 – October 1, 2019)

September 26

Thursday

Metro Manila / Boracay, Caticlan

- Transfers (3 vans, airconditioned) for 10 pax inclusive of parking fees to pick-up the group from hotel in Metro Manila – domestic airport
- Transfers for 10 pax inclusive of parking fees to pick-up the group from Caticlan Airport – accommodation in Boracay
- Accommodation with breakfast in Boracay - 10 single rooms in a de luxe/five star hotel or triple A resort (halal friendly/offering halal food) – located in Station 0 (Zero)
- English speaking tour guide
- Full board meals (must be in outlets offering halal food)

September 27

Friday

Boracay / Metro Manila / Palawan

- Transfers for 10 pax to pick-up the group from hotel in Boracay – Caticlan Airport
- Transportation in Metro Manila (1 luxury bus with 2 section seating; individual seat and coach lounge) inclusive of all applicable fees (e.g. terminal fees, environmental fees, toll fees, parking fees, etc.) to pick up the group from the airport to hotels to be ocular and back to the airport
- Transfers (3 vans, airconditioned) for 10 pax inclusive of parking fees to pick-up the group from Puerto Princesa Airport – accommodation in Sabang
- Full board meals (must be in outlets offering halal food)
- Accommodation with breakfast in Palawan – 10 single rooms in a de luxe/luxury accommodation (halal friendly/offering halal food) – preferably located in Sabang
- Day Spa Tour with participants experiencing the Philippine traditional massage like hilot, etc. for 10 pax
- English speaking tour guide

September 28

Saturday

Palawan

- Underground River Adventure tour for 10 pax with transfer
- Transfers for 10 pax to pick-up the group from the hotel in Sabang to Puerco Island
- Accommodation with breakfast in Palawan – 10 single rooms in a de luxe/five star hotel/resort (halal friendly/offering halal food) – located in Puerco Island
- Full board meals (must be in outlets offering halal food)
- Island activities for 10 pax
- English speaking tour guide

September 29

Sunday

Palawan

- Accommodation with breakfast in Palawan – 10 single rooms in a de luxe/five star hotel (halal friendly/offering halal food) – located in Puerco Island
- Full board meals (must be in outlets offering halal food)
- Island activities for 10 pax

September 30

Monday

Palawan / Metro Manila

- Transfers for 10 pax to pick up the group in Puerco Island to San Vicente Airport
- Airline tickets from San Vicente airport to Manila airport inclusive of terminal fees for 10 pax (20 kilos baggage allowance)
- Air tickets must have the following provisions:
  - Extended option dates;
  - Rebooking options without penalties;
  - Change of participant names without penalties.
- Transfers (3 vans, airconditioned) for 10 pax inclusive of parking fees to pick-up the group from Manila domestic airport - hotel in Metro Manila
- Full board meals (must be in outlets offering halal food)
- Accommodation with breakfast in Metro Manila – 10 single rooms in a de luxe/luxury accommodation (halal friendly/offering halal food) – located in Resorts World Manila
- Function room for 40 pax for business-to-business meeting (B2B) to include meals, sound system, screen, rostrum, and stage or platform (preferably in Resorts World Manila complex)

October 1

Tuesday

Metro Manila

- Transfers (3 vans, airconditioned) for 10 pax inclusive of parking fees to pick-up the group from hotel in Metro

Manila – International airport

V. BUDGET

1. Total estimated budget is Php950,000.00
2. Bidders are required to submit a detailed breakdown of all package components.

VI. PROJECT OFFICER/CONTACT PERSON

Mr. Dakila F. Gonzales / Mr. Juanito A. Sayo  
DOT OPMD –Middle East  
Tel. No. 459-5200 locals 522 and Mobile No. 0932-7452210

NOTE: The winning bid, however, shall be determined based on the proposal with most impressive tour components and advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

NOTED:

RENEE MARIE N. REYES  
Officer-in-Charge, Office of Product and Market Development

**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** 05/09/2019

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