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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4857657
Procuring Entity DEPARTMENT OF TOURISM
Title Familiarization Tour for Turkish Agents
Area of Delivery

Solicitation Number: 2017-10-0312	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods - General Support Services	Document Request List	0
Category: Travel, Food, Lodging and Entertainment Services	Date Published	07-Oct-2017
Approved Budget for the Contract: PHP 985,658.00	Last Updated / Time	07-Oct-2017 00:00 AM
Delivery Period: 6 Day/s	Closing Date / Time	10-Oct-2017 10:00 AM
Client Agency:		
Contact Person: Melanie Claire Pasion Singzon Supervising Administrative Officer 4th Floor, DOT Bldg. No. 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.219 63-02-8900189 msingzon_gsd@yahoo.com		

Description

TERMS OF REFERENCE

I. PROJECT: Familiarization Tour for Turkish Agents

II. BACKGROUND:

Group Name : Familiarization Tour for Turkish Agents
 No. of Pax : 17 pax + 1 DOT rep
 Date/Period Covered : October 21 to 26, 2017
 Destinations : Manila/Coron/Manila

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 tour packages or its components to handle and coordinate arrangements for the Familiarization Tour for Turkish Agents. The project is aimed at attaining the following objectives:

- a. To increase product and destination knowledge that would encourage tourist traffic from Turkey;
- b. To encourage the development and selling of tour packages from Turkey to the Philippines that would convert potential travel to actual travel;
- c. To establish network linkages with travel trade and travel influencers from Turkey;

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travelers from the Mediterranean area;
- c) Has actual experience in handling travel trade groups;
- d) Willing to provide services on send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

1) Transportation service requirements including:

- a. Airport hotel transfer –flight details to be provided by end-user
- b. Transportation for the tours

2) Cover all accommodations on single occupancy basis (with complimentary breakfast) in the following establishments in the following destinations on the following dates:

- a. October 21 to 23 (3D/2N) – any deluxe hotel in Metro Manila (17 deluxe rooms)
- b. October 23 to 26 (4D/3N) – any deluxe resort in Coron (18 deluxe rooms)

3) Guided tours to include guide fees of DOT-accredited local guides, entrance fees and service charges to include the following activities:

- a. Intramuros Jeepney Tour on October 22
- b. Coron Town Tour on October 24
- c. Coron Island Tour on October 25

4) Ocular inspection of various hotel/resort in Coron on October 24 and 25

5) Meal requirements for 18 pax from October 21 to 26, 2017

6) Requirements for the Business-to-Business meeting on October 26 (1400H – 1700H):

- a. Venue (preferably at the hotel where the guests are billeted)
- b. Afternoon snacks (good for 45 pax)
- c. Free-flowing coffee and tea
- d. Cocktails

7) Submission of the following documents upon completion of the project for facilitation of payment:

- a. Original hotel receipt and hotel manifest
- b. Original trip tickets of land transfer (coaster, van, etc.)
- c. Detailed report of the project with photo documentation

8) Finalization of itinerary.

VI. BUDGET

Total estimated budget is P 985,658.00

VII. PROJECT OFFICER/CONTACT PERSON:

Francisco M. Lardizabal / Marjorie B. Quiaoit
Tel: 459-5200 local 523 / 502
Mobile: 0998-592-5767 / 0905-228-1916
Email: fmlardizabal@gmail.com; quiaoit.marjorie@gmail.com

Note: Cost of items in quotation should be broken down.

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 incurred.

Deadline for submission of sealed quotation : OCTOBER 10, 2017 (10:00 AM)

Note: The winning bid however, 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.

Kindly submit your quotation together with the documentary requirements listed below, indicating our Solicitation Number & Company Name IN A SEALED ENVELOPE, addressed to Ms. Melanie Claire P. Singzon (Procurement Management Division) at 4th Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:

- Current Mayor's / Business Permit
- PhilGEPS Registration Number
- Latest Income/ Business Tax Return
- Duly Notarized Omnibus Sworn Statement (Please see attached)
- DOT Accreditation Certificate

For Land Bank Payment Purposes:

Bank Name : _____

Bank Account Number : _____

Note : OTHER BANK WITH BANK CHARGES

Created by Melanie Claire Pasion Singzon

Date Created 06-Oct-2017

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