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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4816352
Procuring Entity DEPARTMENT OF TOURISM
Title FAMILIARIZATION TOUR FOR JORDAN AGENTS
Area of Delivery

Solicitation Number:	2017-09-0287	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	1
Approved Budget for the Contract:	PHP 959,978.75		
Delivery Period:	8 Day/s		
Client Agency:		Date Published	21-Sep-2017
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	Last Updated / Time	21-Sep-2017 00:00 AM
		Closing Date / Time	25-Sep-2017 14:00 PM

Description

TERMS OF REFERENCE

I. PROJECT: Familiarization Tour for Jordan Agents

II. BACKGROUND:

Group Name : Familiarization Tour for Jordan Agents
No. of Pax : 10 pax + 1 DOT rep
Date/Period Covered : October 13 to 20, 2017
Destinations : Manila/Bohol/Cebu/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 Jordan Agents. The project is aimed at attaining the following objectives:

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

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travelers from the Middle East;
- 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. Domestic airline tickets inclusive of terminal fee and 20 kilos baggage allowance:
 - i. 8:40 AM flight from Manila to Tagbilaran on October 15 (11 pax)
 - ii. 12:05 PM flight from Cebu to Manila on October 19 (11 pax)
 - b. Business class ferry tickets inclusive of terminal fee and baggage allowance:
 - i. 8:20 AM ferry ride from Tagbilaran to Cebu (11 pax)
 - c. Airport hotel transfer – based on 1a and 1b above and upon arrival/departure from Manila
 - d. 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 13 to 15 (3D/2N) – any 5-star/deluxe hotel in Makati CBD (10 deluxe rooms)
 - b. October 16 to 17 (3D/2N) – any 5-star/deluxe beach-front resort in Panglao, Bohol (11 deluxe rooms)
 - c. October 17 to 19 (3D/2N) – any 5-star/deluxe beach-front resort in Cebu (11 deluxe rooms)
 - d. October 19 to 20 (2D/1N) – any 5-star/deluxe hotel in Makati CBD (10 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. Manila City Tour on October 14
 - b. Bohol Countryside Tour on October 15
 - c. Dolphin Watching and Island Hopping Tour on October 16
 - d. Twin City Tour of Cebu on October 17
 - e. North Sandbar Tour on October 18
- 4) Ocular inspection of the following properties:
 - a. Various accommodation facilities Cebu on October 18
 - b. St. Luke's Medical Center or Makati Medical Center on October 19
- 5) Halal meal requirements for 11 pax from October 13 to 20, 2017
- 6) Requirements for the Business-to-Business meeting on October 20 (1000H – 1130H):
 - a. Venue (preferably at the hotel where the guests are billeted)
 - b. Morning snacks (good for 35 pax)
 - c. Free-flowing coffee and tea
- 7) Submission of the following documents upon completion of the project for facilitation of payment:
 - a. Air tickets and boarding passes of the guests
 - b. Original hotel receipt and hotel manifest
 - c. Original trip tickets of land transfer (coaster, van, etc.)
 - d. Detailed report of the project with photo documentation
- 8) Finalization of itinerary

VI. BUDGET

Total estimated budget is P 959,978.75

VII. PROJECT OFFICER/CONTACT PERSON:

Francisco M. Lardizabal / Marjorie 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.

Deadline for submission of sealed quotation : SEPTEMBER 25, 2017 (2:00 PM)

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 20-Sep-2017

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