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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4996024
Procuring Entity DEPARTMENT OF TOURISM
Title Chinese University Officials and Education Agents Familiarization Tour
Area of Delivery

Solicitation Number: 2017-11-0395	Status	Active
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		
Approved Budget for the Contract: PHP 999,990.00	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	25-Nov-2017
Contact Person: TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	Last Updated / Time	25-Nov-2017 00:00 AM
	Closing Date / Time	29-Nov-2017 14:00 PM

Description

TERMS OF REFERENCE

I. BIDDER: TOUR OPERATOR / GROUND HANDLER

II. PROJECT: Chinese University Officials and Education Agents Familiarization Tour

III. DATE OF IMPLEMENTATION: December 11 to 17, 2017-11-21

IV. NUMBER OF PAX: 14 participants (11 Chinese agents, 1 DOT HQ staff, 1 DOT R7 coordinator, Chinese-guide)

III PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing international/domestic air tickets, accommodations, tours inclusive of Chinese-speaking guide, meals, transportation and ground handling services.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- Must be accredited by the DOT
- Must be willing to provide services on send – bill arrangement
- Must have airport representatives to meet and assist the group upon arrival and departure in the airport, monitor movement of guest/s and coordinate with the project officer on status of transfers
- Must have a representative at the hotel in Metro Manila to facilitate check-in and check-out of guests
- Preferably specializing in handling Chinese groups and have handled Chinese groups in the last 3 years

V. REQUIREMENT AND SCOPE OF WORK
MINIMUM REQUIREMENTS

- Provision of travel insurance for each participant in case of emergency trip cancellation or emergency trip termination
- Ground arrangement for tour package (inclusive of round trip international/domestic airfare, terminal fees, porterage fees, roundtrip airport transfers with luggage provisions, service of Chinese-speaking guide, tours, single accommodation per person, and full board meals)

Air tickets

Particulars No. Pax ETA/ETD

Shanghai-Manila-Cebu-Xiamen-Shanghai 6 December 11/December 17

Guangzhou-Manila-Cebu-Xiamen-Guangzhou 3 same

Xiamen-Manila-Cebu-Xiamen 2 same

Manila-Cebu-Manila 1 same

Accommodation in Cebu (At least 4* Hotel Located at the city center)

Room Category Quantity Occupancy Dates

Deluxe Room 12 December 11-17, 2017 (6 nights)

*DOT Region 7 staff does not need accommodation.

Transportation Requirements

Date Requirements Remarks

December 11-17 1 coaster Wholeday for 7 days

Tour Requirements for 14 pax (Inclusive of Chinese speaking guide)

1. Cebu City Heritage Tour (Half-Day) – December 12, 2017 (Inclusive of Sky Adventure Experience at the Club Ultima Towers)
2. Miraculous Shrine of Simala – December 15, 2017
3. Canyoneering at Alegria – Badian – December 16, 2017 (Inclusive of lunch at Kawasan Falls)

IV. BUDGET ESTIMATE

Total estimated budget is Php999,990.00

V. PROJECT OFFICERS/CONTACT PERSON

Marissa A. Masangkay

Member, Dive-Market Development Group

0977 824 7019

02 459 5200 loc. 520/522

Note:The winning bid shall be based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget. The winning bid must be willing to wait at least 90 days for the government payment facilitation process.

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 Permit
2. PHILGEPs' Registration Number
3. BIR latest annual Income Tax Return (2016)
4. Omnibus Sworn Statement duly notarized 2017
5. Valid DOT Accreditation certificate

PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE

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 24-Nov-2017

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