



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4760022
Procuring Entity DEPARTMENT OF TOURISM
Title SWISS MEDIA FAMILIARIZATION TRIPS

Area of Delivery

Solicitation Number: 2017-08-0251	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		
Approved Budget for the Contract: PHP 963,000.00	Document Request List	1
Delivery Period: 9 Day/s		
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	Date Published	30-Aug-2017
	Last Updated / Time	30-Aug-2017 00:00 AM
	Closing Date / Time	04-Sep-2017 14:00 PM

Description

TERMS OF REFERENCE

I. PROJECT : SWISS MEDIA FAMILIARIZATION TRIPS

II. BACKGROUND

In line with the Department's market development initiatives in Switzerland, the PDOT- Frankfurt Office with Tasari Atelier (DOT's market representative in Switzerland) is organizing three (3) individual media familiarization trips to

the Philippines on October 19-27, 2017. There are as follows :

1. Tages Zeitung (1 pax + 1 DOT)
2. Migos Mazine (1 pax + 1 DOT)
3. Outdoor Guide (2 pax + 1 DOT)

There will be three (3) tour modules to be bidded out to tour operators. All Invited tour operators will be given the opportunity to bid for all the lots.

Following is a table on the lots, target markets / participants and budget per lot.

Lot No. 1 :

Name of Publication : Tages Zeitung
 Tour Module / Program : Manila-Banaue-El Nido
 No. of pax : 2 pax
 Date Covered : October 19-27
 Budget Estimate : PhP 330,500.00

Lot No. 2 :

Name of Publication : Migros Magazine
 Tour Module / Program : Manila-Batanes-Cebu
 No. of pax : 2 pax
 Date Covered : October 19-27
 Budget Estimate : PhP 231,500

Lot No. 3 :

Name of Publication : Outdoor Guide
 Tour Module / Program : Manila-Legaspi-Siargao
 No. of pax : 3 pax
 Date Covered : October 19-27
 Budget Estimate : PhP 401,000.00

III. PURPOSE / OBJECTIVES

To handle ground arrangements for invited / hosted media of the DOT

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Must be DOT accredited
- b. Tour operators / ground handlers must specialize in the Swiss market
- c. Have at least 5-years of experience in handling the market
- d. Willing to provide services on a send-bill arrangement
- e. Willing to negotiate for FOCs

V. SCOPE OF WORK / DELIVERABLES

Provide the following :

- Hotel accommodation that is market appropriate in 4-5 Star Hotels / Resorts or its equivalent, single rooms for each participant in Metro Manila and out-of-town destinations for the duration of tour
- Guided tours
- Meals
- Accommodations
- Related Activities
- Transportation (air/land/sea)
- Terminal fees
- Travel insurance for tour participants
- Services of Swiss / English speaking guides
- Buffet meals with two rounds of drinks (house wine / fruit juice, etc.)
- Documentation of the tour (photo / video)
- Refillable water tumbler for each guest participant)

NOTE : Cost of items in quotation should be broken down. Prices quoted should be adjusted if able to get sponsorships / special rates for some package components. Likewise, adjustment on the cost must also be made in

the event that there is a decrease in the number of participants and change of program (destination) / or activities in the itinerary.

Partial bids are allowed. All goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or all 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.

VI. BUDGET : PhP 963,000.00 (7pax)

VII. PROJECT OFFICER / CONTACT PERSON :

Ms. Marites Ballester

Mobile No. 0921-441-2215

Deadline for submission of sealed quotation : SEPTEMBER 4, 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 29-Aug-2017

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