



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8155851
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handler for the Capability Building Seminar of the OPAA at Tanay Rizal November 26-27 or December 3-4, 2021

Area of Delivery

Solicitation Number:	2021-11-0159	Status	Pending
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 150,000.00	Document Request List	0
Delivery Period:	2 Day/s		
Client Agency:		Date Published	05/11/2021
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph	Last Updated / Time	04/11/2021 19:34 PM
		Closing Date / Time	09/11/2021 10:00 AM

Description

TERMS OF REFERENCE

GROUND HANDLER FOR THE CAPABILITY BUILDING SEMINAR OF THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY AT TANAY, RIZAL ON NOVEMBER 26-27 OR DECEMBER 3-4, 2021

I. SPECIFICATIONS:

GROUND HANDLER
DOT Accredited

II. TRANSPORTATION:

- TWO (2) Vans (at least 15 seaters)
DOT-accredited

VAN 1

Route:

LAS PIÑAS CITY / SAN PEDRO, LAGUNA / CARMONA, CAVITE – TANAY, RIZAL -- LAS PIÑAS CITY /SAN PEDRO, LAGUNA / CARMONA, CAVITE

Date and time: NOVEMBER 26 & 27, 2021 OR DECEMBER 3 & 4, 2021
(2 Days)

VAN 2

Route:

PULILAN, BULACAN / QUEZON CITY / MAKATI CITY – TANAY, RIZAL -- PULILAN, BULACAN / QUEZON CITY / MAKATI CITY

Date and time: NOVEMBER 26 & 27, 2021 OR DECEMBER 3 & 4, 2021
(2 Days)

Passengers: Fifteen (15) OPAA (With Director)

Inclusive of:

Well-groomed Drivers; Coordinator(s)
Drivers' and Coordinator(s)' RT-PCR and Antigen tests (if needed)
Drivers' and Coordinator(s)' fees, meals, insurance, and accommodation
Fuel, Toll Fees, skyway fees, Parking Fees and insurance
Sanitary kits (alcohols, face masks, face shields, wet wipes) for 15 pax
Mineral water

III. ACCOMMODATION:

1 Single Room Occupancy (with free wifi) (for Director)
7 Twin Sharing Rooms (with free wifi)

IV. MEALS:

Full board breakfast, lunch, and dinner for fifteen (15) pax for 2 days
AM / PM snacks for fifteen (15) pax for 2 days

V. SEMINAR VENUE:

Within Tanay, Rizal
Must be DOT Accredited

Inclusive of:

Unlimited wifi usage for participants
Speaker
Audio-visual Conference / Function room
Projector, at least 5 microphones, whiteboard, sound system
Seminar kits for 15 pax
Activity area (AI fresco)
Tables and Chairs (must be compliant with 2-meter social distancing)
Flowing brewed coffee, hot & cold mineral water

VI. TERMS OF PAYMENT:

Government Procedure

VII. TOTAL BUDGET: PHP 150,000.00 (inclusive of all taxes)

• Chargeable against the funds of the Office of Public Affairs and Advocacy (OPAA) FY2021 – ADMINISTRATION EXPENSES

VIII. CONTACT PERSON:

ABE VALENCIA, JR.
Project Officer
09959347505

NOTED BY:

CZARINA ZARA-LOYOLA
Director, OPAA

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 (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 04/11/2021

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