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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6678986  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** STRATEGIC and ANNUAL PLANNING SESSIONS-INTERNAL AUDIT SERVICE - Dec. 3-6, 2019  
**Area of Delivery**

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2019-11-0328  | <b>Status</b>                | Pending             |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations  | <b>Associated Components</b> | 2                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)  | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods   | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | Travel, Food, Lodging and Entertainment Services  | <b>Date Published</b>        | 21/11/2019          |
| <b>Approved Budget for the Contract:</b> | PHP 475,743.66  | <b>Last Updated / Time</b>   | 20/11/2019 19:40 PM |
| <b>Delivery Period:</b>                  |   | <b>Closing Date / Time</b>   | 25/11/2019 16:00 PM |
| <b>Client Agency:</b>                    |   |                              |                     |
| <b>Contact Person:</b>                   | TERESITA A. ROMANES<br>Admin. Assistant V<br>#351 Sen. Gil Puyat Avenue<br>Makati<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-2-4595200 Ext.425<br><br>t_romanesh@yahoo.com.ph |                              |                     |

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE: Strategic and Annual Planning Sessions  
Internal Audit Service  
II. BACKGROUND :

No. of Pax : 15 pax  
(13 DOT-IAS personnel, 2 Subject Matter Experts)  
Date of Travel : December 3-6, 2018  
Destination : Coron, Palawan

##### III. PURPOSE/OBJECTIVES:

The Department of Tourism (DOT) 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 in handling or coordinating arrangements for such. The Strategic and Annual Planning Session of the Internal Audit Service is aimed at attaining the following objectives:

1. Setting the statement of the broad audit objectives and directions for internal audit for three-year period.
2. Outlining the internal audit approach in developing the strategic and annual plan, including but not limited to the Department's key processes and systems.
3. Identifying the issues and trends relevant to the Department which may impact on the achievement of the Department's objectives.

4. Prioritizing potential audit areas. Identifying the indicators of gaps, control deficiencies, lapses/breakdowns, errors or irregularities that can be detriment to the Department.
5. Creating the three-year management strategy of Internal Audit Service to achieve its audit objective. The focus and approach is identified to as long-term (Strategic Plan) and short-term (Annual Audit Plan) including the audit coverage of each Division. This includes detailing the Allocation of Internal Audit resource (human and financial) and setting performance measures.

#### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- A. Must be DOT-accredited;
- B. Must be willing to provide services on a send-bill arrangement;

#### V. SCOPE OF WORK/DELIVERABLES

- 15 Roundtrip Domestic Airline Ticket – standard/regular economy  
Ticket itinerary : Manila – Busuanga – Manila  
Via Cebu Pacific  
o Preferred Flight Details:  
DOT- IAS Personnel  
Date Destination Flight Number Flight Schedule  
December 03, 2019 Manila to Busuanga DG 6041 06:10 AM – 07:40 AM  
December 06, 2019 Busuanga to Manila DG 6052 02:50 PM – 04:15 PM

#### Subject Matter Experts/Facilitator

- | Date              | Destination        | Flight Number              | Flight Schedule                                    |
|-------------------|--------------------|----------------------------|--|
| December 04, 2019 |                    |                            |  |
| December 06, 2019 | Manila to Busuanga | Busuanga to Manila DG 6041 | DG 6042 06:10 AM – 07:40 AM<br>08:00 AM – 09:30 AM |
| December 03, 2019 |                    |                            |  |
| December 05, 2019 | Manila to Busuanga | Busuanga to Manila DG 6041 | DG 6042 06:10 AM – 07:40 AM<br>08:00 AM – 09:30 AM |
- o Ticket Requirements
    - Standard/regular fare only (no promo fares) – Economy class ticket
    - Must indicate all breakdown of costs on quotation
    - Must include terminal fees, all taxes and charges, fuel charges and service charges
    - Must be amendable to send bill arrangement

- Seven (7) Twin sharing and one (1) Single occupancy rooms for a three (3) night accommodation (inclusive of breakfast) in Coron, Palawan;
- Planning Session Venue
- o AM and PM snacks including free flowing coffee and tea
- o LCD Projector, white board, and sound system
- o Writing materials, pencils and pens
- Airport, land/boat transfers and transportation (including technical inspection);
- Full-board meals inclusive of drinks.

#### VI. BUDGET

Total budget allocation is Four Hundred Seventy-Five Thousand Seven Hundred Forty-Three Pesos and 66/100 (P 475,743.66)

#### CONTACT PERSON

Contact Person : Ms. Rose Anne V. Ama  
Administrative Assistant III, Internal Audit Service  
Address : 3/F DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City  
Contact No. : 8459-5200 loc 310 / 0915-9483217  
E-mail address : rvama@tourism.gov.ph

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget

#### 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)  
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above Php500K))
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

**5. DOT Accreditation Certiciate**

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

**Created by** TERESITA A. ROMANES

**Date Created** 20/11/2019

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