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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6556471  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** JOINT WORKING GROUP MEETING ON TOURISM COOPERATION-23-26 October  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-10-0265	<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>	16/10/2019
<b>Approved Budget for the Contract:</b>	PHP 272,500.00	<b>Last Updated / Time</b>	15/10/2019 17:17 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/10/2019 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425  t_romanesh@yahoo.com.ph		

#### Description

1st Philippines-Turkey  
Joint Working Group Meeting on Tourism Cooperation  
23-26 October 2019 | Manila, Philippines

#### TERMS OF REFERENCE

Pursuant to the existing Memorandum of Understanding (MOU) on Cooperation in the Field of Tourism between the Philippines and Turkey signed on 16 February 2017 in Istanbul, Turkey, the Department of Tourism (DOT) will organize the 1st Philippines-Turkey Joint Working Group (JWG) Meeting on Tourism Cooperation on 23 to 26 October 2019 in Manila, Philippines to discuss matters of mutual interest on the areas of tourism cooperation, such as tourism investment, tourism marketing and promotion, improving the quality of accommodation, tourism research and development, improvement of rural and cultural tourism, tourism events and cultural exchange, and exchange of experts and information.

According to Article 11, under "Joint Committee" of the said Tourism Cooperation, "The Parties agree to establish a Joint Committee with a view to implementing this MOU and preparing necessary programs for the development of tourism relations between the two countries. The Joint Committee Meetings will be held alternately in each country at a date to be mutually agreed by both Parties."

Requirement: DOT Accredited Travel and Tour Operator

The said DOT Accredited Travel and Tour Operator shall provide the following in connection with the 1st Meeting of the Philippines-Turkey Joint Working Group (JWG) on Tourism Cooperation on 23-26 October 2019:

### 1. MEALS

a.) October 24, 2019 – Lunch, AM and PM Snacks

- Venue : Within Makati area
- Cuisine : International cuisine
- No. of Pax : 35 pax
- BUDGET : PHP 87,500.00

b.) October 24, 2019 – Welcome Dinner

- Venue : Within Makati area
- Cuisine : International Cuisine
- No. of Pax : 20 pax
- BUDGET : PHP 52,000.00

c.) October 25, 2019 – Lunch, AM and PM Snacks (Technical visit)

- Venue : Near the location
- Cuisine : International cuisine
- No. of Pax : 20 pax
- BUDGET : PHP 40,000.00

SUBTOTAL FOR MEALS : PHP 179,500.00

### 2. TRANSPORTATION

a.) October 23, 2019 – Airport Transfer (arrival) and Service Vehicle

- Two (2) units of Van
- Inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges

b.) October 24, 2019 – Service Vehicle (Meeting Proper)

- Two (2) units of Van
- Inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges


c.) October 25, 2019 – Service Vehicle (Technical Visit)


- Two (2) units of Van
- Inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges

d.) October 26, 2019 – Airport Transfer (departure) and Service Vehicle

- Two (2) units of Van
- Inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges

 Tourist transport service must be DOT-accredited

 Provision of Airport Assistant during the arrival and departure of the delegates

 Provision of a DOT accredited tour guide for the technical visit

SUBTOTAL FOR TRANSPORTATION: PHP 72,000.00

### 3. COLLATERALS

- No of Pax : 35 pax
- BUDGET : PHP 21,000.00

SUBTOTAL FOR COLLATERALS: PHP 21,000.00

Breakdown of Budget:

MEALS : PHP 179,500.00

TRANSPORTATION : PHP 72,000.00

COLLATERALS : PHP 21,000.00

TOTAL BUDGET : PHP 272,500.00 (Inclusive of Tax)

Note:

- Makati area was chosen since the Turkish Embassy Manila is located in Dasmarinas Village, Makati City.
- The winning bidder is requested to designate a coordinator who will be responsible during the said event.

Attached is the programme of activities for reference.

Payment: Government Procedure

Contact Person:

Ms. Jan Alexandra B. Tobias

Tel. No. (632) 459-5200 to 30 local 514 or 506

Fax No. (632) 890-0544

Email: jbtobias@tourism.gov.ph | pdot.pfcd@gmail.com

**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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

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 A. ROMANES

**Date Created** 15/10/2019

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