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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6556394  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** REGIONAL MARKET RESEARCH AND BRAND INTEGRATION WORKSHOP-October 23-25, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-10-0264	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 220,000.00		
<b>Delivery Period:</b>		<b>Date Published</b>	16/10/2019
<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	<b>Last Updated / Time</b>	15/10/2019 17:09 PM
		<b>Closing Date / Time</b>	21/10/2019 10:00 AM

#### Description

##### TERMS OF REFERENCE

I. BIDDER : DOT ACCREDITED TOUR OPERATORS

II. PROJECT : REGIONAL MARKET RESEARCH AND BRAND INTEGRATION WORKSHOP

October 23-25, 2019 | Leyte

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism, (PDOT) is in need of services of a DOT Accredited Tour Operator for the Regional Market Research and Brand Integration Workshop of Branding and Marketing Communications Office.

IV. BACKGROUND

The DOT – Branding and Marketing Communications will be having its 1st Regional Market Research and Brand Integration Workshop.

The activity serves as an opportunity where DOT Branding enhance their capacity in elevating the strategies in Brand Integration through regional market research.

V. REQUIREMENTS AND SCOPE OF WORK

A. Minimum Requirements - DOT Accredited Hotel/Resort in Ormoc, Leyte

Accommodation

Destination Hotel/Resort Category Room Category Number of Rooms Required Remarks

Ormoc Hotel Single Occupancy (masters suite) 1 2 nights  
Twin Sharing Room 6 2 nights

**Venue:**

Use of function room for eight hours (Day 1 and Day 2)  
Conference or meeting tables and chairs  
Complimentary Wi-Fi access  
Free flowing coffee, tea, and water  
Notepad and pencils  
Projector with white screen  
Basic Sound System with 3 wireless microphones

**Meals**

Date Meals Number of Pax Remarks/Special Requirement  
23 to 25 October 2019 AM Snack  
PM Snack  
Buffet Lunch  
Buffet Dinner 13

**Transportation**

Route Vehicle Requirement Number of Hours Required  
Tacloban to Ormoc to Tacloban Van for 13 pax 24 hours for 3 days

Familiarization Tour to Kalanggaman Island (Itinerary Attached)

**VI. BUDGET ESTIMATE**

Total estimated budget is PHP 220,000

**VII. PROJECT OFFICERS/CONTACT PERSON**

MR. KIER COMPUESTO

Mobile no: 09163035809

Tel. no: (02) 459-5200 loc. 302

Email: kscompuesto@tourism.gov.ph

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/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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