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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5932984
Procuring Entity DEPARTMENT OF TOURISM
Title DOT-LAS' YEAR END ASSESSMENT AND STRATEGIC PLANNING ACTIVITY-January 17-20, 2019

Area of Delivery

Solicitation Number:	2018-12-0430	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	22/12/2018
Approved Budget for the Contract:	PHP 566,727.00	Last Updated / Time	21/12/2018 16:42 PM
Delivery Period:		Closing Date / Time	26/12/2018 14:00 PM
Client Agency:			
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 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. PROJECT

DOT-LAS' Year End Assessment and Strategic Planning Activity.

II. PURPOSE / OBJECTIVE

- The DOT is in need of the services of a local tour operator to provide ground-handling arrangements; roundtrip domestic airline tickets, land transfers, accommodation and collaborative activities for the participants.

III. MINIMUM REQUIREMENTS

- Must be DOT-Accredited service provider.
- Terms of Payment: Government Procedure.
- Willing to provide services on a send bill arrangement.

IV. SCOPE OF DELIVERABLES

I. Seventeen (17) Roundtrip Domestic Airline Tickets (20 kg baggage allowance)
(*Subject to refund / rebooking)

A. Manila (MNL) to Dumaguete (DGT) on January 17, 2019

Passengers Preferred Flight

1. TBA PR2545 ETD 0850H ETA 1005H

B. Dumaguete (DGT) to Manila (MNL) on January 20, 2019

Passengers Preferred Flight

1. TBA PR2544 ETD 1545H ETA 1655H

II. Airport and Hotel/Resort Transfers

Van / Coaster hire scheduled accordingly with the flight arrivals and departures

III. Ferry Transfer

January 18, 2019 (Dumaguete – Siquijor)

- Preferred Schedule : 2:00 PM

January 20, 2019 (Siquijor – Dumaguete)

- Preferred Schedule : 8:30 AM

IV. Accommodation with Use of Function Room

Room Accommodation for 17 pax

Nine (9) Twin Sharing Room

Two (2) Single or Twin Sharing Room

DUMAGUETE SIQUIJOR

Day 1 (January 17, 2019)

Room Accommodation

Check-in: 17 January 2019

Check-out: 18 January 2019

- Inclusive of breakfast
- Free use of hotel / resort facilities

Day 2, 3 and 4 (January 18-20, 2019)

Room Accommodation

Check-in: 18 January 2019

Check-out: 20 January 2019

- Inclusive of breakfast
- Free use of hotel / resort facilities
- Use of function room (1:00 PM – 7:00 PM)
- To accommodate 17 pax
- Board Meeting Style or U-Style
- Free Flowing coffee, tea, candies and chips
- Pads and pencils
- Use of microphone, sound system, projector, projection screen, whiteboard and marker.
- Meals

(Lunch buffet, PM Snacks, Dinner buffet)

(Note: Open to special arrangements in case number of participants of the same sex is not met. Likewise, the hotel/resort should be open for cancellation of room booking once not occupied by the participants.)

V. Meal Requirements

- For seventeen (17) pax

January 17 January 18 January 19 January 20

x Buffet breakfast

included in room accommodation Buffet breakfast

included in room accommodation Buffet breakfast

included in room accommodation

x AM snacks c/o tour operator AM snacks c/o tour operator AM snacks c/o tour operator

Lunch buffet

upon arrival

at the hotel/restaurant Lunch at a

local restaurant in Siquijor Lunch at a

local restaurant in Siquijor Lunch at a

local restaurant in Dumaguete

PM snacks

during Strategic Planning Workshop PM snacks c/o tour operator PM snacks c/o tour operator x

Dinner buffet

at the hotel Dinner at a

local restaurant in Siquijor Dinner at a

local restaurant in Siquijor x

VI. Cooperative and collaborative activities and technical tours (January 18-20, 2019)

- Subject to final approval of end-user.

VII. Date and Location of Event

January 17-20, 2019 in Dumaguete and Siquijor

V. APPROVED BUDGET OF THE CONTRACT (ABC): Php566,727.00

VI. PROJECT OFFICERS

Contact Persons : Ms. Cherry Regala or Ms. Nikki Reyes

Office : Legal Affairs Service

DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 418 / 620

Email Address : legalservice.dot@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 21/12/2018

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