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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6917231  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 1st Philippines-Venezuela Joint Working Group Meeting on Tourism Cooperation on 23-34 March 2020

#### Area of Delivery

<b>Solicitation Number:</b>	2020-03-0042	<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>	07/03/2020
<b>Approved Budget for the Contract:</b>	PHP 243,920.00	<b>Last Updated / Time</b>	06/03/2020 09:23 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	10/03/2020 14:00 PM
<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-Venezuela Joint Working Group Meeting on Tourism Cooperation  
23-24 March 2020 | Manila, Philippines

#### TERMS OF REFERENCE

Relative to the existing Memorandum of Understanding (MOU) on Tourism Cooperation between the Government of the Republic of the Philippines and the Government of the Bolivarian Republic of Venezuela signed on 22 October 1999 in Manila, Philippines, the Department of Tourism (DOT) through the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) will organize the 1st Philippines-Venezuela Joint Working Group (JWG) Meeting on Tourism Cooperation on 23-24 March 2020 in Manila, Philippines to discuss matters of mutual interest concerning the areas of tourism cooperation, such as tourism development planning, marketing and promotions, standards and regulations, human resource development, and tourism investments.

Pursuant to the Article IV under "Joint Committee" of the Memorandum of Understanding on Tourism Cooperation between the Philippines and Venezuela states that "To ensure the implementation of this Memorandum of Understanding, the Parties shall establish a Joint Committee composed of an equal number of representatives from both sides as may be agreed upon through diplomatic channels."

Requirement: DOT Accredited Travel and Tour Operator

The said DOT Travel and Tour Operator shall provide the following in connection with the said 1st Philippines-

Venezuela JWG Meeting on Tourism Cooperation to be held on 23-24 March 2020:

### 1. MEALS

a.) 23 March 2020 – Lunch, AM and PM Snacks

- Venue : Within Makati CBD / Pasay Area
- Cuisine : International cuisine
- No. of Pax : 30 pax
- BUDGET : Php 66,000.00

b.) 23 March 2020 – Welcome Dinner

- Venue : Within Makati CBD / Pasay / Manila Area
- Cuisine : International cuisine / Filipino cuisine
- (Inclusive of cultural shows)
- No. of Pax : 30 pax
- BUDGET : Php 36,000.00

c.) 24 March 2020 – Lunch, AM and PM Snacks (Technical visit)

- Venue : Within / near the location
- No. of Pax : 15 pax
- BUDGET : Php 33,000.00

d.) 24 March 2020 – Farewell Dinner (Technical visit)

- Venue : Within / near the location
- No. of Pax : 15 pax
- BUDGET : Php 18,000.00

SUBTOTAL FOR MEALS: PHP 153,000.00

### 2. TRANSPORTATION

a.) 22 March 2020 (Arrival) – Airport transfer 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.) 23 March 2020 (Meeting proper) – Service vehicle

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

c.) 24 March 2020 (Technical visit) – Service vehicle

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

d.) 25 March 2020 (Departure) - Airport transfer 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 65,920.00

### 3. COLLATERALS

- Token for the Venezuelan delegation (10 pax)
- Token for the Philippine delegation (20 pax)

SUBTOTAL FOR COLLATERALS: PHP 25,000.00

### BREAKDOWN OF BUDGET

MEALS : PHP 153,000.00

TRANSPORTATION : PHP 65,920.00

COLLATERALS : PHP 25,000.00

TOTAL BUDGET : PHP 243,920.00

### Note:

- 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](mailto:jbtobias@tourism.gov.ph) | [ird@tourism.gov.ph](mailto:ird@tourism.gov.ph)

**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 Certificate

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** 06/03/2020

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