



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6630810  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** MEDIA FAMILIARIZATION TOUR OF BAGUIO CITY on November 15-17, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-11-0296	<b>Status</b>	<b>Active</b>
<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>	08/11/2019
<b>Approved Budget for the Contract:</b>	PHP 200,000.00	<b>Last Updated / Time</b>	08/11/2019 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	11/11/2019 11:00 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

##### TERMS OF REFERENCE

Media Familiarization Tour of Baguio (3D/2N)  
 LOCATION & VENUE: BAGUIO CITY, BENGUET  
 PERIOD COVERED: NOVEMBER 15 – 17, 2019  
 (charged to: 2019 OPAA GAA Budget)

##### I. MINIMUM REQUIREMENTS FOR SUPPLIER:

1. Must be DOT-accredited travel and tour agency
2. Must be registered with PHILGEPS
3. Must provide specific breakdown of prices and service in the quotation
4. Amenable to government procedure or send-bill arrangement
5. Must submit all required documents for payment purposes

##### II. SCOPE OF WORK DELIVERABLES:

1. Transportation Service for 8 pax  
 Destination: BAGUIO CITY  
 Itinerary: DOT MAKATI / BAGUIO CITY /DOT MAKATI  
 Vehicle Type: passenger van, good for 8 pax with ample headroom,

legroom and space for media equipment and baggages  
 Inclusion: fully airconditioned, clean with WIFI access  
 November 15, 2019 (Friday) - Manila to Baguio City; PM-City Tour  
 November 16, 2019 (Saturday) - continuation of City Tour (whole day)  
 November 17, 2019 (Sunday) - Baguio City to Manila  
 \*\*\*Inclusive of travel insurance, tour guide, entrance fees, vehicle, toll fees, parking fees, driver, driver's meals, fuel  
 2. Room Accommodation for 8 pax for 2 nights at a hotel, preferably 3 star  
 4 Guest Rooms, twin-sharing rooms, fully airconditioned, clean  
 Check-In Date: November 15, 2019 (Friday)  
 Check-Out Date: November 17, 2019 (Sunday)  
 \*\*\*Inclusive of Breakfast, free use of hotel amenities (pools, parking area and free WIFI internet)  
 3. Full Board Meals (AM and PM snacks, lunch and dinner),  
 \*\*\*Inclusive of meals/snacks while in transit, mineral water and juices  
 4. Provision for E-VAT and other government taxes  
 5. Amenable to government procedure or send-bill arrangement

III. APPROVED BUDGET FOR THE PROJECT:  
 TOTAL APPROVED OPAA BUDGET: P 200,000.00

IV. CONTACT PERSON: RAMON REBULADO  
 Information Officer II  
 Office of Public Affairs and Advocacy (OPAA)  
 Tel. No.: 459-5200 local 316  
 Email Address: rebramon@yahoo.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)  
 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** 07/11/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.