



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8758595  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of a DOT Accredited Tour Operator for the Conduct of Office of Public Affairs and Advocacy (OPAA) Capacity Building Training Seminar in Camiguin Island on June 23-25, 2022  
**Area of Delivery** Camiguin

<b>Solicitation Number:</b>	RFQ No. 2022 - 06 - 0064	<b>Status</b>	<b>Pending</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>	16/06/2022
<b>Approved Budget for the Contract:</b>	PHP 510,000.00	<b>Last Updated / Time</b>	15/06/2022 10:19 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	20/06/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		
<b>Description</b>			

TERMS OF REFERENCE

OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA)  
CAPACITY BUILDING TRAINING SEMINAR 2022  
@ Camiguin Island  
June 23-25, 2022

I. SPECIFICATIONS:

GROUND HANDLER  
Must be DOT accredited

II. TRANSFERS:

Vehicle: Five (5) VANS (at least 12 seaters)  
Inclusive Dates: June 23-25, 2022  
Route: CAMIGUIN AIRPORT — WITHIN CAMIGUIN ISLAND — LAGUINDINGAN AIRPORT  
Dates and time: June 23-25, 2022 (12 HOURS / day / 3 days)  
Passengers: Twenty-Five (25) OPAA and DOT Region X Participants

Inclusive of:

Well-groomed Drivers; Coordinator(s)  
Drivers' and Coordinator(s)' RT-PCR and Antigen tests (as needed)  
Drivers' and Coordinator(s)' fees, meals, insurance, and accommodation  
Fuel, Toll Fees, skyway fees, Parking Fees and insurance  
Sanitary kits (alcohols, face masks, face shields, wet wipes) for 16 pax  
Mineral water

III. ACCOMMODATION:

Must be DOT accredited  
3D / 2N (June 23-25, 2022) for Twenty-Five (25) participants at any 3-star hotel at Camiguin Island  
One (1) De Luxe Room for OPAA Director  
Twelve (12) De Luxe Twin Sharing Rooms  
Inclusive of breakfast  
Stable wifi access  
Request for early check-in on June 23 and late check-out on June 25

IV. MEALS:

Full board lunch for twenty-five (25) pax on June 23-25, 2022  
Full board dinner for twenty-five (25) pax on June 23-24, 2022  
AM snacks for twenty-five (25) pax on June 23-25, 2022  
PM snacks for twenty-five (25) pax on June 23-24, 2022  
Packed PM snacks and dinner for twenty-five (25) pax on June 25, 2022.  
\*\*(Must be ready by the time of departure from hotel)

V. BASIC UNDERWATER PHOTOGRAPHY, DRONE OPERATION, and EFFECTIVE COMMUNICATIONS IN VIRTUAL AND HYBRID SETTING SEMINAR / TRAINING PACKAGE:

Inclusive of:

- Trainer(s) / Speaker(s)
- Training venue (tables, chairs, sound system, microphones, white boards, projectors, stable wifi access, flowing coffee, juice, mineral water on training days)
- Training kits for twenty-five (25) participants
- Outdoor training simulation / evaluation (on Day 2, June 24)
- Certificates of Completion

VI. TERMS OF PAYMENT:

Government Procedure

VII. TOTAL BUDGET:

PHP 510,000.00 (inclusive of all applicable taxes)

- Chargeable against the OPAA WORK AND FINANCIAL PLAN FY2022 under ADMINISTRATION EXPENSES

VIII. CONTACT PERSON:

ABE VALENCIA, JR.  
Project Officer  
09959347505  
abvalencia@tourism.gov.ph

NOTED BY:

CZARINA ZARA-LOYOLA  
Director, OPAA

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator	Procurement of Services of a DOT Accredited Tour Operator for the Conduct of Office of Public Affairs and Advocacy (OPAA) Capacity Building Training Seminar in Camiguin Island on June 23-25, 2022	1	Lot	510,000.00

**Other Information**

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 20 June 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 15/06/2022

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