



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9136473
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handling Services for the OPAA Capacity Building Training Seminar 2022
Area of Delivery

Solicitation Number:	2022-10-206	Status	Active
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	20/10/2022
Approved Budget for the Contract:	PHP 510,000.00	Last Updated / Time	20/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	24/10/2022 10:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TERMS OF REFERENCE

CAPACITY BUILDING SEMINAR OF THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA) AT LA UNION ON OCTOBER 27 to 29, 2022

I. SPECIFICATIONS:

GROUND HANDLER
Must be DOT Accredited

II. TRANSPORTATION:

Vehicle: One (1) DOT-Accredited Tourist Bus
 Inclusive Dates: OCTOBER 27-29, 2022 (3 DAYS)
 Route: DOT MAKATI – LA UNION – DOT MAKATI
 Departure Date and time: OCTOBER 27, 2022 (ETD DOT MAKATI: 7:00AM)
 Return Date and time: OCTOBER 29, 2022 (ETD LA UNION: 4:30PM)
 Passengers: 25 PAX

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, wet wipes) for 25 pax
 Mineral water

III. ACCOMMODATION:

3D / 2N at any 3 Star DOT-Accredited Hotel at La Union

One (1) Deluxe Room for OPAA Director
 Twelve (12) De Luxe Twin Sharing Rooms
 Inclusive of breakfast for two (2) pax per room
 Request for early check-in on October 27, 2022 and late check-out on October 29, 2022

IV. MEALS:

Full board lunch and dinner for twenty five (25) pax on OCTOBER 27-29, 2022
 AM and PM snacks for twenty five (25) pax on OCTOBER 27-29, 2022
 Provision for packed breakfast for twenty five (25) pax on October 27, 2022.

V. TRAINING / SEMINAR VENUE PACKAGE:

Speaker (s)
 Stable wifi connection access
 Seminar tables / chairs for 25 pax
 Projector
 Sound system
 White board with markers
 Training kits for 25 pax
 Flowing coffee, refreshments, snacks

VI. TERMS OF PAYMENT:

Government Procedure

VII. TOTAL BUDGET:

PHP 510,000.00 (inclusive of all taxes)

- Chargeable against the Office of Public Affairs and Advocacy (OPAA) FY2022 under ADMINISTRATION EXPENSES

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Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Ground Handling	Ground Handling Services	1	Lot	510,000.00

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
 Department of Tourism
 Makati City

with details such as:

Name of the Bidder/Company:
 Address of the Bidder/Company:
 Title of the Project:

In addition to the Proposal/Quotation, kindly submit the following 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

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 24 OCTOBER 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 19/10/2022

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