



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9238161  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Tour Operator for the Third Regional Director's Meeting  
**Area of Delivery**

<b>Solicitation Number:</b>	2022-11-284	<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>	16/11/2022
<b>Approved Budget for the Contract:</b>	PHP 75,050.00	<b>Last Updated / Time</b>	16/11/2022 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/11/2022 09:30 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

Project: Tour Operator for the Third Regional Directors' Meeting

Purpose/ Objective: The Regional Directors' Meeting is a regular quarterly activity of the TRCRG sector to track the implementation of ongoing programs, activities and projects (PAPS) of the Regional Offices and discuss strategies to align future PAPS with the Department's new thrusts and priorities. It will also serve as a venue for the sector to comprehensively discuss operations/ administrative concerns, internal processes and protocols of the Department. The Third Regional Directors' meeting will be held on 22 November 2022 in Cebu City.

##### Minimum Requirement:

- Must be a DOT Accredited Tour Operator/Travel Agency
- Must handle venue rental, meals and transfers of the participants in Cebu City
- Must agree to Government Procurement and Send Bill Arrangement
- Inclusive of VAT and other government taxes

##### Scope:

##### VENUE RENTAL AND MEAL

- must be located near hotel (in Cebu City)
- must provide venue and dinner good for 30 participants on 22 November 2022
- four (4) hours use of venue

- with private banquet staff assistance
- costs must be inclusive of all fees related to rental of venue

**TRANSFERS**

- three (3) vans which will be used on 22 November 2022
- start of service: 7:00 am | end of service: 11:00 pm
- shuttle service of participants to and from venue (from hotel in Cebu City)
- vehicle must be in good physical appearance, well-maintained, and fully air-conditioned
- with professional, experienced and well-trained driver in uniform
- will be able to accommodate all 30 passengers
- inclusive of fuel expense, parking fees, overtime fees, driver fees and meals

Total Budget: PhP75,050.00

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Please see attached TOR for your reference.

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tour Operator	Tour Operator Service for 3rd Regional Directors' Meeting	1	Lot	75,050.00

**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:  
 RFQ No. 2022-11-284

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](mailto:nplucman@tourism.gov.ph) on or before 21 November 2022 at 9:30 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 15/11/2022

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