



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5576887  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Ground Handling (The Visit of Foro De Debate for Madrid Fusion Manila)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-08-0214	<b>Status</b>	Active
<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>	21/08/2018
<b>Approved Budget for the Contract:</b>	PHP 202,580.00	<b>Last Updated / Time</b>	21/08/2018 00:00 AM
<b>Delivery Period:</b>	4 Day/s	<b>Closing Date / Time</b>	24/08/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

I. BIDDER GROUND HANDLER FOR THE VISIT OF FORO DE DEBATE FOR MADRID FUSION MANILA 2019 SIGNING OF AGREEMENT and OCULAR INSPECTION IN FILIPINO RESTAURANTS

II. PROJECT TITLE : Madrid Fusion Manila 2019 Signing Event and Ocular Inspection

III. BACKGROUND : With the pronouncement of the Secretary to proceed with the staging of Madrid Fusion Manila 2019, there is a need to sign a supplemental agreement to the Extension Agreement signed for Madrid Fusion Manila 2018, moving the fourth edition of the event to 2019. This will necessitate the visit of the Foro de Debate team to the country.

Destination Manila

Date August 29-September 1, 2018

##### IV. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism (PDOT) is in need of the services of a ground handler in the Philippines engaged in the business of providing accommodation, meals, transfers and VIP gifts.

In preparation for Madrid Fusion Manila 2019, the Department will have a signing of a supplemental agreement to the Extension Agreement signed for Madrid Fusion Manila 2018, moving the fourth edition of the event to 2019. The signing event will be done before and the launching will be during the PH1TEX gala reception, which will be held in Marriott Grand Ballroom.

**V. MINIMUM REQUIREMENTS FOR SUPPLIERS:**

- a. Must be DOT-accredited
- b. Must be willing to provide services on send —bill arrangement

**VI. SCOPE OF WORK DELIVERABLES**

**a. Accommodation with breakfast**

August 29-September 1, 2018: Two (2) single rooms in Marriott Hotel

\*The event venue (signing and PH1TEX) is in Marriott Grand Ballroom

**b. Meals good for 5pax (Fora de Debate with DOT and TPB personnel)**

August 30, 2018 — Lunch and Dinner (Filipino restaurants)

August 31, 2018 — Lunch and Dinner (Filipino restaurants)

**c. Transfers**

August 29, 2018 — One (1) van for airport pick-up from NAIA Terminal 3 to Marriott Grand Ballroom

August 30, 2018— One (1) van for 12 hours to do ocular inspections in Filipino owned restaurants around Manila

August 31, 2018— One (1) van for 12 hours to do ocular inspections in Filipino owned restaurants around Manila

September 1, 2018— One (1) van for airport pick-up from Marriott Hotel to NAIA Terminal 3

**d. VIP gifts**

Three (3) VIP gifts — bag made of local material with Filipino delicacies inside

**VII. BUDGET**

Total budget allocation is Two Hundred Two Thousand Five Hundred Eighty Pesos only (PHP 202,580.00).

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

**VII. CONTACT PERSON/S**

Contact Person/s Ms. Soleil Tropicales

Office of Product and Market Development

Email: stropicales@tourism.gov.ph

Tel No.: (02) 4595200 local 520

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
4. DOT Accreditation Certificate

Deadline for the submission of Quotation: on or before August 24, 2018 10:00 am.

**Created by** Maria Alma O Almazan

**Date Created** 20/08/2018

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