



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5842356  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Ground Handling Service for the Orientation Seminar for Progressive Accreditation System in Naga City-Nov. 28-29'18

#### Area of Delivery

<b>Solicitation Number:</b>	2018-11-0379	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 291,020.00	<b>Date Published</b>	23/11/2018
<b>Delivery Period:</b>		<b>Last Updated / Time</b>	23/11/2018 00:00 AM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	26/11/2018 14:00 PM
<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

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION  
TERMS OF REFERENCE  
1. Project Title : GROUND HANDLING SERVICE FOR THE ORIENTATION SEMINAR FOR PROGRESSIVE ACCREDITATION SYSTEM IN NAGA CITY  
IL Purpose/Objective  
The Office of Tourism Standards and Regulation is in need of the services of a tour operator in the Philippines engaged in the business of ground handling, and or coordination with different tourism establishments.  
1. To conduct Orientation Seminar to LGUs and Tourism Establishments in areas where there is concentration of tourism establishments that is far from the regional center.  
III. Minimum Requirement for Suppliers  
Must be DOT accredited tour operator  
Willing to provide services on a send-bill arrangement;  
IV. Scope of Work  
A. Accommodation Requirements  
Hotels  
Date Location Number of Rooms  
November 28 - 29, 2018 Naga City Three (3) Twin Sharing Rooms  
Three (3) Single Rooms  
Inclusions:  
with Breakfast  
Parking Slot for the Van Hire  
B. Transportation Requirements  
Van Hire  
Date Destination  
November 28, 2018 DOT Region 5 Office Naga City Airport Avenue Plaza Hotel  
November 29, 2018 Naga City

Avenue Plaza Hotel  
November 30, 2018 Naga City Airport DOT Region 5 Office

**Inclusions**

Airport Transfers  
Whole Day Use of Van  
Provision of Gasoline  
Accommodation and Meals for Driver  
Parking  
C. Meal Requirements  
Meals Per Day  
Date Location Meals Pax  
November 28,  
2018 Legazpi City on  
the way to Naga Lunch Ten (10)  
Naga City Dinner Ten (10)  
November 29,  
2018 Avenue Plaza  
Hotel AM Snacks One Hundred Fifty  
(150)  
Avenue Plaza  
Hotel Lunch One Hundred Fifty  
(150)  
Avenue Plaza  
Hotel PM Snacks One Hundred Fifty  
(150)  
Naga City Dinner Ten (10)  
November 30,  
2018 Naga City Lunch Ten (10)  
On the way to  
Legazpi City Dinner Ten (10)

**D. Conference Requirements**

Venue: Avenue Plaza Hotel  
Date: November 29, 2018  
Pax: 150 pax  
Set-up: Classroom Set-up (V Shaped)  
Inclusions:  
AM Snack, Banquet Lunch and PM Snack  
Use of Projector and Projector Screen  
Sound System  
Wireless Microphones with Stand  
Stage and Podium  
Pencils, Pad Paper, Candy Mints per Table  
Registration Table  
Free Flowing Coffee  
Directional Signages to the Venue  
Ten (10) Complementary Parking Slots  
Additional Round Table: Lunch Table for VIP - Ten (10) Seats

**E. CONFERENCE KITS**

One Hundred Fifty (150) Kits  
(Notebooks, Ballpen, Bag)

**F. APPROVED BUDGET FOR THE CONTRACT**

TWO HUNDRED NINETY ONE THOUSAND PESOS  
(P 291, 000.00)

**G. PROJECT OFFICER/CONTACT PERSON**

Mr. JC JAN O. CUETO

Standards Development Division, Office of Tourism Standards and Regulation  
Trunk Line: [02] 459-5200 to 30 Local 204 Email: otsr.standards@gmail.com

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

**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)
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income Tax Return or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to Ms. Teresita A. Romanes at the Department of Tourism #351 Sen. Gil Puyat Avenue, Makati City Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:  
Bank's Name \_\_\_\_\_  
Bank's Account Number \_\_\_\_\_

**Created by** TERESITA A. ROMANES

**Date Created** 22/11/2018

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