



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9828196  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of a Travel Agency/Tour Operator for the ASEAN Toolbox Immersion Workshop in Western Visayas Region

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP No. 2023-06-374	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	1
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	08/06/2023
<b>Approved Budget for the Contract:</b>	PHP 251,950.10	<b>Last Updated / Time</b>	14/06/2023 14:38 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	15/06/2023 13:00 PM
<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

##### TECHNICAL SPECIFICATIONS

##### Target Participants:

Maximum of 39 pax comprising of Tourism and Hospitality Educators, School Officials and Technical-Vocational Instructors and Coordinators including DOT Secretariat

Date/Period Covered: 08-10 August 2023 (subject to final confirmation)

Location/Venue: Iloilo City, Iloilo

##### Minimum Requirements for Suppliers (Bidders)

- Must be a Service Provider engaged in transportation, accommodation and events management arrangements
- Must be accredited with the PhilGEPS and
- Must be willing to provide services on a send-bill arrangement;
- Must be flexible to make adjustments in schedule and timelines, if necessary

SCOPE and DELIVERABLES:

The following are the services require by the DOT:

1. TRANSPORTATION
  - A. Domestic Airline Tickets inclusive of 20kg baggage allowance for 4pax and travel insurance (for 2 pax only)
  - B. Van Hire
2. ACCOMMODATION AT A DOT-ACCREDITED HOTEL
3. MEALS
4. FUNCTION ROOM/ TRAINING VENUE on AUGUST 9, 2023
5. TRAINING SUPPLIES
- 6.. OTHER DELIVERABLES/INCLUSIONS

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\*please see attached Terms of Reference/TOR/Technical Specifications for the complete details

**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. 2023-06-374

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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) - not applicable
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 14 June 2023 at 2:00 pm. Late and unsigned quotations shall not be accepted.

**Remarks**

New Deadline of Submission of Bids

**Created by** Norjannah P Lucman

**Date Created** 07/06/2023

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