



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10204728  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Ground Handling Services for the OTDPRIM Planning Workshop on Ot. 24-27,2023  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-10-0652	<b>Status</b>	<b>Pending</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>	10/10/2023
<b>Approved Budget for the Contract:</b>	PHP 313,580.00	<b>Last Updated / Time</b>	09/10/2023 11:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	13/10/2023 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

#### Description

TECHNICAL SPECIFICATION  
OTDPRIM Planning Workshop  
24-27 October 2023  
Region IV-A (Batangas)

#### I. BACKGROUND AND OBJECTIVES

The Office of Tourism Development Planning, Research, and Information management (OTDPRIM) will conduct an annual activity which aims to assess and review the past undertaking and performance of the office and set new goals. The planning session will also be a venue for upgrading each project, programs and activities (PAPs) to align with Republic Act 9593.

#### II. MINIMUM REQUIREMENTS:

- Must be DOT accredited travel and tour operator
- Must be willing to provide services on a send-bill arrangement;
- Must be open to changes in the itinerary or other arrangements/requests; and
- Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS)

#### III. SCOPE OF DELIVERABLES

1. Transportation

- Must be DOT Accredited Tourist Transport;
- Must provide one (1) unit of air-conditioned 49-seater tourist bus to be used on 24-27 October 2023;
- Must provide one (1) unit of air-conditioned van to be used on 24-27 October 2023;
- Departure date and time from DOT Makati: 24 October 2023 at 8:00 AM;
- Departure date and time from Batangas to DOT Makati: 27 October 2023 at 10:00 AM;
- Provision of focal person / dispatcher; and
- Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers.

Sub Total Amount: Php 126,080.00

#### 2. Technical Tour

- Intro to Scuba Diving activity for 50 pax on 26 October 2023;
- Must include dive master's/ dive guide fee;
- Must be located within San Juan or Mabini, Batangas;
- Must include all scuba gears and equipment needed for the scuba diving activity;
- Must provide alternative activity with equivalent value in case of inclement weather or pax discretion due to health and other conditions;
- Must have photo/video documentation on the actual scuba diving activity;

Sub Total Amount: Php 187,500.00

Approved Budget for Contract: Php 313,580.00

Approved by:

MR. RAMIL S. BASUEL  
OIC Chief, Tourism Development Planning Division  
Contact No.: 8459-5200 to 30 local 516

#### **Other Information**

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 [mbbuscano@tourism.gov.ph](mailto:mbbuscano@tourism.gov.ph) on or before 13 October 2023 at 01:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 09/10/2023

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