



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10307562  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of a Travel or Tour Operator or Ground Handler for the PHILIPPINE CREATIVE TOURISM CONGRESS - PRE-EVENT INSPECTION AND COORDINATION TRIP

#### Area of Delivery

<b>Solicitation Number:</b> RFQ NP-SVP 2023-11-715	<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>	2
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b> PHP 85,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	11/11/2023
<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	<b>Last Updated / Time</b>	11/11/2023 00:00 AM
	<b>Closing Date / Time</b>	14/11/2023 11:00 AM

#### Description

##### TECHNICAL SPECIFICATION

##### MINIMUM REQUIREMENTS

1. Must be accredited by DOT;
2. Must be located/operating in Western Visayas
3. Must be willing to provide services on send-bill arrangement

##### SCOPE AN WORK DELIVERABLES

##### 1. AIR TICKETS

- a. Manila - Bacolod (2pax)  
-Nov. 16, 2023 - early morning flight  
- with 20kg baggage allowance per pax

- b. Iloilo- Manila (2 pax)

- November 19, 2023 - evening flight
- with 20kg baggage allowance per pax

2. FAST FERRY TICKETS (Bacolod-Iloilo) - 2 pax  
- November 18, 2023 - early morning schedule

3. ACCOMMODATION (one twin -sharing room)  
- Bacolod - November 16-18, 2023 (2 nights)  
- Iloilo - November 18-19, 2023 (overnight)  
- inclusive of breakfast

4. TRANSPORTATION

a. Bacolod: November 16-18, 2023

airport transfer and whole day use (including dinner transfer) on 16 November 2023  
whole day use including dinner transfer on 17 Nov. 2023  
transfer out on 18 Nov. 2023

b. Iloilo: 18-19 Nov. 2023

transfer in and whole day use (including dinner transfer) on 18 Nov. 2023  
whole day use until transfer out (airport transfer) on 19 Nov. 2023

\* inclusive of driver, driver meals, fuel, toll fees, parking fees, etc.

5. MEALS (local restaurants/shops)

a. 16 Nov. 2023 - breakfast, lunch and dinner

b. 17 Nov. 2023 - lunch and dinner

c. 18 Nov. 2023 - lunch and dinner

d. 19 Nov. 2023 - lunch and dinner

6. ENTRANCE FEES to cultural/heritage/creative tourism sites to be inspected in Negros Occidental and Iloilo, if any

7. COORDINATOR/guide during the whole trip.

**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. 2023-11-715

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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)

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 Nov. 2023 2022 at 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 10/11/2023

contact person/s of the concerned party.