



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10386913  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of Tour Operator for the Conduct of Philippine Creative Tourism Congress-Travel Requirements of Congressional Invitees on December 5-9, 2023

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-12-756	<b>Status</b>	<b>Pending</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 - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 489,047.25	<b>Document Request List</b>	0
<b>Delivery Period:</b>	5 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	02/12/2023
<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  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	01/12/2023 19:07 PM
		<b>Closing Date / Time</b>	05/12/2023 09:00 AM

#### Description

##### TECHNICAL SPECIFICATIONS

Procurement of Tour Operator Service

- I. PROJECT TITLE : Philippine Creative Tourism Congress- Travel Requirements of Congressional Invitees  
 II. PROJECT DATE : December 5-9, 2023

##### III. MINIMUM REQUIREMENTS

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.
3. Must be PhilGEPS registered.

##### IV. SCOPE AND WORK DELIVERABLES

A. Round-trip domestic airline tickets for 16 pax

Route:

Manila to Bacolod: 5 December 2023 (preferred departure mid-day flight)  
 Bacolod to Manila: 9 December 2023 (preferred departure mid-day flight)

Passengers: Eleven (11) members of the House of Representatives

Three (3) personnel from the House of Representatives Two (2) personnel from DOT

1. Domestic Airline Tickets must be re-bookable and refundable
2. Regular Fare not Promo Fare
3. With 20kgs. check-in baggage allowance

B. Hotel rooms inclusive of breakfast based on number of occupants:

Eleven (12) Single Rooms  
Two (2) Twin Rooms  
Check-in: December 05, 2023  
Check-out: December 09, 2023

C. Meals

1. Breakfast - 4 days x 16 pax
2. Lunch - 4 days x 16 pax
3. Dinner - 4 days x 16 pax

D. Land Transportation:

Van hire in Bacolod (inclusive of driver, fuel, parking fee, toll fee, driver meals)  
Whole day use - 3 vans x 5 days

V. BUDGET

The total approved budget for the domestic airline tickets, transportations, meals and hotel accommodations, is FOUR HUNDRED EIGHTY-NINE THOUSAND AND FORTY-SEVEN PESOS and 25/100 (PHP 489,047.25) inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal's responsiveness to the technical specifications and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget. Project expenses are to be charged to the 2023 LLU-GAA funds.

VI. CONTACT PERSON

Contact Person : Leadel R. Meneses  
Office : Legislative Liaison Unit  
Contact Number : 8459 5200 Local 304  
Email Address : lrmeneses@tourism.gov.ph

NOTED BY:

GLAIZA SARMIENTO  
Chief, Legislative Liaison Unit

**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 (for ABC's above Php500K)
4. Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator

**Created by** TERESITA A. ROMANES

**Date Created** 01/12/2023

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