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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5118231
Procuring Entity DEPARTMENT OF TOURISM
Title Hotel Accommodation, Van Rental, Meals and Familiarization Tour (January 31 to February 3, 2018)

Area of Delivery

Solicitation Number:	2018-01-0022	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Travel, Food, Lodging and Entertainment Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 198,770.00		
Delivery Period:		Document Request List	0
Client Agency:			
Contact Person:		Date Published	25-Jan-2018
TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph		Last Updated / Time	25-Jan-2018 00:00 AM
		Closing Date / Time	29-Jan-2018 01:00 AM

Description

TERMS OF REFERENCE
 2018 PCSSD Office Planning, Alignment of Work and Familiarization Tour
 31 - 3 February 2018 / Pagudpud, Ilocos Norte

I. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

1. Must be DOT-accredited
2. Must be PHILGEPS Registered
3. Must be willing to provide services on a send-bill arrangement

II. SCOPE OF WORK/DELIVERABLES

1. Van Rental

- Van Rental for 3 nights and 3 days
- 2 Vans
- Inclusive of drivers' fee, lodge & food, toll fees, fuel charges and parking fee/s (if any)

DATE TIME ACTIVITY LOCATION

January 31, 2018 08:00 PM Travel Time
 Travel from Manila to Pagudpud, Ilocos Norte
 February 1, 2018 Whole Day - Office Planning & Preparation of Calendar of Activities Hotel/Resort
 February 2, 2018 09:00 AM - 12:00 PM

1:00 PM – 5:00 PM - Continuation of Office Planning

- Half Day Tour of Pagudpud & Paoay
- Hotel/ Resort

- around Pagudpud & Paoay, Ilocos Norte
February 3, 2018 02:00 PM Travel Time
Travel from Pagudpud, Ilocos Norte to Manila

2. Accommodation for 12 pax:

- Rooms:
 - o 1 single occupancy room
 - o 4 double occupancy room
 - o 1 triple occupancy room
- Check-in: February 1, 2018 (early check in)
- Check-out: February 3, 2018
- 3 days and 2 nights
- Inclusive of breakfast, lunch and dinner
- AM and PM snacks
- Free use of amenities (pools, parking area, videoke, etc.)

3. Familiarization Tour

- Tour and Activity Package
 - o Day Trip in Pagudpud and Paoay
 - Cape Bojeador Lighthouse
 - Bangui Windmills
 - Kapurpurawan Rock Formation
 - Paoay Church
 - Paoay Sand Dunes w/ ATV
 - o Inclusive of entrance fees & ATV/gear rental
 - o Snacks, Lunch and Dinner for 15 pax
 - o Team activities (snorkeling, water sports)

III. APPROVED BUDGET

TOTAL Php 198, 770.00

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IV. TERMS OF PAYMENT

- Send bill arrangement
- Government Procedure - Charged to the PCSSD

III. CONTACT PERSON:

Rachelle Yoro

Philippine Commission on Sports SCUBA Diving

Telephone Nos.: (02) 459 - 5200 local 510 or (02) 524 - 2242

Email: morefun@divephilippines.com.ph

Noted by:

USEC. KATHERINE S. DE CASTRO

Officer-in-Charge

Philippine Commission on Sports SCUBA Diving

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 Permit
2. PHILGEPs' Registration Number
3. BIR latest annual Income Tax Return (2016)
4. Omnibus Sworn Statement duly notarized 2017
5. Valid DOT Accreditation certificate

PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE

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 ANDRIN ROMANES

Date Created 24-Jan-2018

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