



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5751941  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** SITE VALIDATION OF ASEAN NOMINEES IN REGION II AND CAR-Novembe 6-11, 2018  
**Area of Delivery**

<b>Solicitation Number:</b>	2018-10-0327	<b>Status</b>	Active
<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>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	26/10/2018
<b>Approved Budget for the Contract:</b>	PHP 127,304.00	<b>Last Updated / Time</b>	26/10/2018 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	29/10/2018 10:00 AM
<b>Client Agency:</b>			
<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  t_romanesh@yahoo.com.ph		

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION

#### TERMS OF REFERENCE

I. Project Title : GROUND HANDLING SERVICE FOR THE SITE VALIDATION OF ASEAN NOMINEES IN REGION II AND CAR.

#### II. Purpose/Objective

The Office of Tourism Standards and Regulation is in need of the services of a Travel and Tour Agency/Travel Agency/Tour Operator in the Philippines engaged in the business of ground handling, and or coordination with different tourism establishments.

1. To conduct site validation of prospected Nominees for ASEAN Tourism Standards Awards.

#### III. Minimum Requirement for Suppliers

- Must be DOT accredited Travel and Tour Agency/Travel Agency/Tour Operator Willing to provide services on a send-bill arrangement; with breakdown of actual expense

#### IV. Scope of Work

##### A. Accommodation Requirements

- Hotels

Date Location Number of Rooms  
 November 06-08, 2018 Tuguegarao City Two (2) Twin-Sharing Rooms  
 November 08-10, 2018 Basco, Batanes Two (2) Twin-Sharing Rooms  
 November 10-11, 2018 Basco, Batanes One (1) Twin-Sharing Room

- Inclusions:
  - o with Breakfast
  - o Parking Slot for the Van Hire

#### B. Transportation Requirements

- Airfare

Date Location Pax  
 November 08, 2018 Tuguegarao City to Basco, Batanes 4 Pax  
 November 11, 2018 Basco, Batanes to Tuguegarao City 2 Pax

- Van Hire

Date From Destination  
 November 06, 2018 Cauayan Airport - Bagabag, Nueva Vizcaya  
 Bagabag, Nueva Vizcaya - Kiangang  
 Kiangang - Tuguegarao City  
 November 07, 2018 Tuguegarao City - Sta. Ana, San Vicente Port  
 Sta. Ana, San Vicente Port - Tuguegarao City  
 November 08, 2018 Tuguegarao City - Tuguegarao Airport  
 Within Basco, Batanes  
 November 09, 2018 Basco, Batanes - Ivana Port  
 Ivana Port - Basco, Batanes  
 November 10, 2018 Within Basco, Batanes  
 November 11, 2018 Within Basco, Batanes

- Inclusions:
  - o Airport Transfers
  - o Whole Day Use of Van
  - o Provision of Gasoline
  - o Meals of Driver
  - o Parking

- Boat Hire

Date From Destination Pax  
 November 07, 2018 Sta. Ana,  
 San Vicente Port - Palau Island 4  
 Palau Island - Sta. Ana,  
 San Vicente Port 4  
 November 09, 2018 Ivana Port - Sabtang Island 4  
 Sabtang Island - Ivana Port 4

- Tricycle Hire (2 Tricycle)

Date Destination Pax  
 November 09, 2018 Within Sabtang Island 4

#### C. Meal Requirements

- Meals Per Day

Date Location Meals Pax  
 November 06, 2018 Bagabag,  
 Nueva Vizcaya Lunch Four (4)  
 Tuguegarao City Dinner Four (4)  
 November 07, 2018 Palau Island Lunch Four (4)  
 Tuguegarao City Dinner Four (4)  
 November 08, 2018 Basco, Batanes Lunch  
 Dinner Four (4)  
 November 09, 2018 Sabtang Island Lunch Four (4)  
 Basco, Batanes Dinner Four (4)  
 November 10, 2018 Basco, Batanes Lunch  
 Dinner Two (2)

#### D. APPROVED BUDGET FOR THE CONTRACT

ONE HUNDRED TWENTY SEVEN THOUSAND THREE HUNDRED FOUR PESOS  
 (P127, 304.00)

**E. PROJECT OFFICER/CONTACT PERSON**

Mr. JC JAN O. CUETO/Ms. SHARLEMAGNE S. VALDEZ  
Standards Development Division  
Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 204  
Email: otsr.standards@gmail.com

NOTE: The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

**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. Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)
5. Original or certified true copy of duly notarized Omnibus Sworn Statement
6. DOT Accreditation certificate (valid)

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 A. ROMANES

**Date Created** 25/10/2018

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