



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5834611
Procuring Entity DEPARTMENT OF TOURISM
Title STRATEGIC AND ANNUAL PLANNING SESSIONS-IAS (December 3-6, 2018)
Area of Delivery

Solicitation Number: 2018-11-0377 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Travel, Food, Lodging and Entertainment Services Approved Budget for the Contract: PHP 380,540.40 Delivery Period: Client Agency:	Status	Active
	Associated Components	1
	Bid Supplements	0
	Document Request List	0
	Date Published	22/11/2018
	Last Updated / Time	22/11/2018 00:00 AM
	Closing Date / Time	26/11/2018 14:00 PM
Contact Person: 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

TERMS OF REFERENCE
 I. PROJECT TITLE :
 Strategic and Annual Planning Sessions
 Internal Audit Service
 II. BACKGROUND :
 No. of pax : 9 pax
 Date of Travel : December 3-6, 2018
 Destination : Cebu
 III. PURPOSE/OBJECTIVES:
 The Philippine Department of Tourism (PDOT) is in need of the services of a local tour operator in the Philippines engaged in the business of providing tour packages or its components in handling or coordinating arrangements for such. The Strategic and Annual Planning Session of the Internal Audit Service is aimed at attaining the following objectives:
 A. To formulate a Three-year Strategic Plan;
 B. To prepare an Annual Work Plan for 2019 and
 C. To conduct intervention to DOT Cebu Regional Office.
 IV. MINIMUM REQUIREMENTS FOR SUPPLIERS:
 A. Must be DOT-accredited;
 B. Must be willing to provide services on a send-bill arrangement;
 V. SCOPE OF WORK/DELIVERABLES
 • Four (4) Twin sharing and one (1) Single occupancy rooms for a three (3) night accommodation (inclusive of breakfast) in a Bantayan island Cebu;
 • Airport, ferry transfers and transportation;
 • Full-board meals inclusive of drinks.
 VI. BUDGET

Total budget allocation is Three Hundred Eighty Thousand Five Hundred Forty Pesos and Forty Centavos only (P 380,540.40)

VII. CONTACT PERSON

Contact Person : Ms. Agustina A. Isip
Officer-in-Charge, Operations Audit Division
Address : 3/F DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City
Contact No. : 459-5200 loc 314 / 0908-8622876 / 0905-3168822
E-mail address : augieisip@yahoo.com/esreyes16@yahoo.com.ph

NOTE: The winning bid 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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. 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 21/11/2018

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