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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5736105
Procuring Entity DEPARTMENT OF TOURISM
Title First Meeting of the Philippines-Russia Joint Working Group on Tourism Cooperation 14-15 November 2018

Area of Delivery

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | 2018-10-0321 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 1 |
| Classification: | Goods | Bid Supplements | 0 |
| Category: | Travel, Food, Lodging and Entertainment Services | Document Request List | 0 |
| Approved Budget for the Contract: | PHP 219,500.00 | Date Published | 20/10/2018 |
| Delivery Period: | | Last Updated / Time | 20/10/2018 00:00 AM |
| Client Agency: | | Closing Date / Time | 23/10/2018 16:00 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

First Meeting of the Philippines-Russia
Joint Working Group on Tourism Cooperation
14-15 November 2018, Manila, Philippines

TERMS OF REFERENCE

Requirement: DOT Accredited Travel and Tour Operator

The said DOT Accredited Travel and Tour Operator shall provide the following in connection with the 1st Meeting of the Philippines-Russia Joint Working Group on Tourism Cooperation on 14-15 November 2018:

1. MEALS

- a.) November 14, 2018 – Welcome Dinner
- Venue : Within Makati/Manila business district area
 - Cuisine : International Cuisine
 - No. of Pax : 15
 - BUDGET : PHP 33,000.00

- b.) November 14, 2018 - Lunch/AM/PM Snacks (Meeting Proper)
- Venue : Within Makati/Manila business district area
 - Cuisine : International Cuisine
 - No. of Pax : 30
 - BUDGET : PHP 81,000.00

- c.) November 15, 2018 – Dinner
- Venue : Within Makati/Manila business district area
 - Cuisine : International Cuisine
 - Inclusion : Cultural Presentation

- No. of Pax : 15
- BUDGET : PHP 33,000.00

d.) November 15, 2018 – Lunch/AM/Pm Snacks (Technical Visit)

- Venue : Within Makati/Manila business district area
- Cuisine : International Cuisine
- No. of Pax : 15
- BUDGET : PHP 40,500.00

SUBTOTAL FOR MEALS: PHP 187,500.00

2. TRANSPORTATION

a.) November 13, 2018 – Airport Transfer (arrival) and Service Vehicle

- Two (2) units of Van
- Inclusive of meals of the driver
- Inclusive of fuel and other expenses such as toll and parking fees

b.) November 14, 2018 – Meeting Proper (Service vehicle)

- Two (2) units of van
- Inclusive of meals of the driver
- Inclusive of fuel and other expenses such as toll and parking fees

c.) November 15, 2018 – Technical tour (Service vehicle)

- Two (2) units of van
- Inclusive of meals of the driver
- Inclusive of fuel and other expenses such as toll and parking fees

d.) November 16, 2018 – Airport Transfer (Departure)

- Two (2) units of van
- Inclusive of meals of the driver
- Inclusive of fuel and other expenses such as toll and parking fees

- Tourist transport service must be DOT-accredited
- Provide airport assistant during the arrival and departure of the delegates

SUBTOTAL FOR TRANSPORTATION: PHP 32,000.00

Breakdown of Budget:

MEALS : PHP 187,500.00

TRANSPORTATION : PHP 32,000.00

TOTAL BUDGET : PHP 219,500.00 (Inclusive of tax)

Note: The winning bidder is requested to designate a coordinator who will be responsible for the settlement of meal expenses to be incurred during the said event.

Attached is the provisional programme/itinerary for reference.

Payment: Government procedure

Contact person:

Ms. Jan Alexandra Tobias

Tel. No. (632) 459-5200 to 30 local 514 or 506

Fax No. (632) 90-0544

Email: tobias.janalexandra@gmail.com / pdot.pfcd@gmail.com

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 19/10/2018

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