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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5720035
Procuring Entity DEPARTMENT OF TOURISM
Title 2018 Product Audit for DOT Overseas Offices - October 28-29, 2018

Area of Delivery

Solicitation Number:	2018-10-0311	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	16/10/2018
Approved Budget for the Contract:	PHP 258,000.00	Last Updated / Time	16/10/2018 00:00 AM
Delivery Period:		Closing Date / Time	19/10/2018 14:00 PM
Client Agency:			
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: 2018 Product Audit for DOT Overseas Offices Ground Arrangements in Manila

II. BACKGROUND:

Group Name : 2018 Product Audit
 No. of Pax : 20 pax
 Date/Period Covered : 28-29 October 2018
 Destination : Metro Manila

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a hotel, transport provider, or local tour operator in the Philippines engaged in the business of providing accommodation and/or transportation requirements in line with the conduct of the 2018 Product Audit for the Overseas Offices.

The primary objective of the Product Audit is to develop synergy in the planning and conduct of programs and activities of DOT-OPMD, DOT-TRCRG, and other tourism stakeholders in the areas of product development, market development, tourism promotion and investment promotion. The project will provide exposure to DOT Foreign Officers to the destinations and products that fit their respective markets while at the same time educating the host destinations about the needs, preferences, and even caprices of the different markets.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-accredited hotel, transport provider, or tour operator;
- Willing to provide services on send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

Room Accommodations:

20 single occupancy rooms on October 28 to 29, 2018 (1N) at least four-star hotel in the Newport City

Meals

Dinner for 20 pax

Transportation:

5 van (October 25-28) – roundtrip transfers of participants from Hotel to airport

Accommodation PHP8400.00 x 20 rooms PHP168,000.00

Meals 2,000.00 x 20 pax 40,000.00

Transportation 5,000.00 x 5 vans x 2 way 50,000.00

TOTAL BUDGET PHP258,000.00

VI. BUDGET

Total budget allocation for the groundhandling services is TWO HUNDRED FIFTY EIGHT THOUSAND (PHP258,000.00) pesos chargeable against the 2018 budget of the Office of Product and Market Development.

VII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier. Should the end-user be able to get sponsorships, the billing statement should reflect only the actual expenses incurred.

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

VIII. PROJECT OFFICER/CONTACT PERSON:

Francisco M. Lardizabal / Aida Romasanta

Tel: 459-5200 local 523 / 524

Email: fmlardizabal@gmail.com; aidaaspac@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 and Business 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 15/10/2018

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