



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5619704  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** TEMPORARY STORAGE OF THE ARRIVAL/DEPARTURE CARDS  
**Area of Delivery**

<b>Solicitation Number:</b> 2018-09-0245	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Services		
<b>Approved Budget for the Contract:</b> PHP 420,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>		
<b>Contact Person:</b> 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	<b>Date Published</b>	08/09/2018
	<b>Last Updated / Time</b>	08/09/2018 00:00 AM
	<b>Closing Date / Time</b>	11/09/2018 16:00 PM

#### Description

DEPARTMENT OF TOURISM  
OFFICE OF TOURISM DEVELOPMENT PLANNING, RESEARCH,  
AND INFORMATION MANAGEMENT

#### TERMS OF REFERENCE / PROJECT BRIEF

##### I. Project Name

Procurement of a Service Provider for the Temporary Storage of the Arrival/Departure (A/D) Cards

##### II. Objectives

The project seeks to acquire the services of a third-party service provider for the temporary storage and transportation of the Arrival/Departure (A/D) Cards from the Arrival/Departure Cards Processing Center (ADCPC) of the Department of Tourism at the Ninoy Aquino International Airport (NAIA) Terminal 1. Essentially, they should be able to provide:

- Temporary storage spaces or warehouses for the collected A/D Cards
- Regular and as requested transfer and/or transportation of the AD Cards to and from the storage spaces.

##### III. ADCPC Location

The present Arrival/Departure Card Processing Center (ADCPC) is located at the 4th floor of the Ninoy Aquino International Airport (NAIA) Terminal I, Pasay City.

#### IV. Qualifications

1. The proponent companies should specialize providing storage solutions and transportation.
2. The proponent should have operated for at least 5 years in storage management.
3. The proponent should be able to provide storage spaces for the A/D Cards.
4. The proponent should be able to provide a secure and safe facility for the A/D Cards
5. The proponent must be willing to provide a list of past clientele, details of work done, and contact details of their clientele for verification purposes.

#### V. Scope of Services / Service Requirements

The third party service provider should be able to:

1. Provide temporary storage requirements for the Arrival/Departure cards such as:
  - a. provide an off-site hard copy document archiving/storage that is safe, secured, equipped with a 24-hour camera recording system for the A/D cards;
  - b. provide tracking database software which generates real-time transaction and inventory reports;
  - c. barcode registration for delivery of arrival/departure cards;
  - d. provide a systematized service for retrieval of arrival/departure cards from the Arrival/Departure Cards Processing Center (ADCPC) to the off-site storage and back to the ADCPC for encoding;
  - e. provide a systematized service for delivery of encoded A/D cards from ADCPC to the Bureau of Immigration (BI).
2. Treat the data contained in the Arrival/Departure (A/D) cards as confidential; disclosure of data/information by the company could be ground for termination of contract without prejudice to the filing of criminal charges against the company by the DOT and/or the BI.
3. Submit monthly summary reports, accomplishment reports for billings to DOT

#### VI. Budgetary Requirements

The project shall have an estimated budget of Four Hundred Twenty Thousand Pesos (PhP 420,000.00)

#### VII. Project Officers / Contact Person

1. Manette T. Reyes  
Officer-in-Charge  
SEAIMD – OTDPRIM  
manetreyes@yahoo.com

2. Emmanuel Alfaro  
Supervising TOO  
SEAIMD-OTDPRIM  
alfaro\_manny@yahoo.com

Office of Tourism Development Planning, Research and Information Management (OTDPRIM)  
(02) 459-5200 loc. 506 / 512

#### 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. Original or certified true copy of duly notarized Omnibus Sworn Statement

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** 07/09/2018

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