



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5678224
Procuring Entity DEPARTMENT OF TOURISM
Title Ground Handling DOT-LAS'2-day Gender and Development Workshop for Tourism Stakeholders in Puerto Princesa City, Palawan-Oct.17-20, 2018

Area of Delivery

Solicitation Number:	2018-10-0289	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	02/10/2018
Approved Budget for the Contract:	PHP 203,723.00	Last Updated / Time	02/10/2018 00:00 AM
Delivery Period:		Closing Date / Time	05/10/2018 10:00 AM
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

Ground-handling arrangement for DOT-LAS' 2-day Gender and Development Workshop for Tourism Stakeholders in Puerto Princesa, Palawan.

II. PURPOSE / OBJECTIVE

- To provide roundtrip domestic airline tickets (organizers and speakers), land transfers, accommodation and banquet services for the 40 participants including the facilitators and resource speaker of the 2-day Gender and Development Awareness Seminar for DOT Stakeholders in Puerto Princesa City, Palawan.

III. MINIMUM REQUIREMENTS

- Must be DOT-Accredited service provider (national or local).
- Terms of Payment: Government Procedure / Willing to provide services on a send bill arrangement.

IV. SCOPE OF DELIVERABLES

I. Five (5) Roundtrip Domestic Airline Tickets(20 kgs baggage allowance)
Passengers:

- A. Manila (MNL) to Puerto Princesa (PPS) on October 17, 2018
Passengers (5pax) Preferred Flight
(Batch 1)
1. TBA PR2785 ETD 1210H ETA 1320H
 2. TBA PR2785 ETD 1210H ETA 1320H
 3. TBA PR2785 ETD 1210H ETA 1320H

4. TBA PR2785 ETD 1210H ETA 1320H (Batch 2)
1. TBA PR2787 ETD 1805H ETA 1915H

B. Puerto Princesa (PPS) to Manila (MNL) on October 20, 2018

Passengers (5pax) Preferred Flight

1. TBA PR2786 ETD 1400H ETA 1510H
2. TBA PR2786 ETD 1400H ETA 1510H
3. TBA PR2786 ETD 1400H ETA 1510H
4. TBA PR2786 ETD 1400H ETA 1510H
5. TBA PR2786 ETD 1400H ETA 1510H

II. Airport and Hotel Transfers

Van / Car hire scheduled accordingly with the flight arrivals and departures

A. October 17, 2018

Puerto Princesa International Airport to Hotel (PPS)

1. 4 pax (Batch 1)

B. October 17, 2018

Puerto Princesa International Airport to Hotel (PPS)

1. 1 pax (Batch 2)

C. October 20, 2018

Hotel (PPS) to Puerto Princesa International Airport

1. 5 pax

III. Accommodation with Use of Function Room in Puerto Princesa City

A. Accommodation for 5 pax(4 days and 3 nights)

Two (2) Twin Sharing Room

One (1) Single or Twin Sharing Room

- Hotel must be DOT Accredited at least three (3) star or its equivalent, PWD friendly and located in Puerto Princesa.

- inclusive of breakfast

- free use of hotel facilities

check in : October 17 (afternoon)

checkout : October 20 (noon)

B. Use of Function Room with Banquet

2-Day workshop, 8:00AM to 5:00PM on October 18 to 19, 2018

-To accommodate forty (40) pax

-Auditorium/Classroom style set-up

-Free flowing of coffee, tea and mints

-Pads and pencils

-Use of podium, 2 wireless microphone, sound system, projector, projection screen, laser pointer/wireless presenter, whiteboard and marker

-Free WiFi access

-AM snacks

-Lunch buffet

-PM snacks

IV. Date and Location of Event

October 18 to 19, 2018 in Puerto Princesa City

V. APPROVED BUDGET OF THE CONTRACT (ABC): Php203,723.00

VI. PROJECT OFFICERS

Contact Persons : Atty. Mark Vernon Dioquino or Ms. Cherry Regala

Office : Legal Affairs Service

4th floor, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 416

Email Address : legalservice.dot@gmail.com / cbregala@tourism.gov.ph

Other Information:

The winning bid however, 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.

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/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 01/10/2018

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.