



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6649866  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** ""BELENISMO SA TARLAC" Media Familiarization Tour 2019- December 15-16, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-11-0307	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	14/11/2019
<b>Approved Budget for the Contract:</b>	PHP 200,000.00	<b>Last Updated / Time</b>	13/11/2019 13:33 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	18/11/2019 16:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 DETAILS

Project Title: "BELENISMO SA TARLAC"  
Media Familiarization Tour 2019

Destination: Tarlac Province

Period Covered: December 15-16, 2019 (Overnight)

Number of Pax: 15 PAX

Type of Fam-Tour: Complete Package Tour

##### II. BACKGROUND

The media familiarization trip for DOT's media partners is a regular project activity included in the Work Program for 2019 of the Office of Public Affairs and Advocacy (OPAA). It aims to promote international and domestic tourism, generate a favorable image and a wider publicity for the DOT; and engage the media as an active partner in

promoting sustainable tourism development.

The annual Belenismo sa Tarlac is a life-size belen-making competition featuring over 50 Nativity scenes, which has increasingly been an international and domestic tourist attraction. The scenes light up town halls, plazas, churches, business establishments and communities along Manila North Road and Romulo Highway in the western part of Tarlac Province, offering night travelers a fascinating visual treat.

This fam-tour will give the media participants a great photo opportunity on the start of the traditional Simbang Gabi on midnight Sunday, December 16, 2019.

This fam-tour also aims to feature and promote Tarlac's tourist attractions, including heritage sites, eco-farm and food destinations that have attractive potentials in the world tourism market. Belenismo sa Tarlac is chosen for this fam-tour project for its accessibility, sound tourism infrastructure and accommodations, natural and cultural tourist attractions; and highly recommended by our DOT Region III Office.

### III. OBJECTIVES

- To promote international and domestic tourism by generating a favorable image and a wider publicity for the DOT
- To engage the print, broadcast and social media practitioners to produce and publish more releases from the DOT
- To engage the media, an active partner in tourism development in the propagation of the culture of sustainable tourism.

### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

1. Must be DOT Accredited Travel and Tour Agency
2. Must be registered with PHILGEPS
3. Must provide a specific breakdown of prices and services in the quotation
4. Quotation must include domestic travel insurance for Fifteen (15) PAX
5. Quotation must include services of a tour guide
6. Quotation must include E-VAT and other government taxes
7. Amenable to government procedure or send-bill arrangement

### V. SCOPE OF WORK/DELIVERABLES

Provide the following requirements based on the itinerary:

1. Tour itinerary of the event and tour of Tarlac Province attractions
2. Two (2) 12-seater vans with driver, gasoline, toll fees, driver meals (Manila-Tarlac-Manila)
3. DOT accredited Tour Guide
4. Accommodation for 15 PAX for one (1) night/two days (twin-sharing),  
Check-in December 15, 2019, Check-out December 16, 2019, strong Wi-Fi
5. Full board meals to cover breakfast, lunch, dinner, AM and PM snacks, and mineral water, juices during trips
6. Free use of amenities including swimming pool, parking area)
7. Provision for entrance & other fees
8. Provision for domestic travel insurance
9. Miscellaneous (first aid medicines)

Number of Guests: Fifteen (15) PAX

APPROVED BUDGET PHP 200,000.00

### VI. PAYMENT PROCEDURE

Government procedure (send-bill arrangement) and is a subject to appropriate government taxes.

### VII. PROJECT OFFICER

Ferdinand Sevilla

Information Officer III  
Public Affairs and Communications Management Division (PACMD)  
Office of Public Affairs and Advocacy (OPAA)  
DEPARTMENT OF TOURISM  
351 Sen. Gil Puyat Ave., Makati City  
Tel. No. 459-5200 loc. 306

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. They must be willing to wait at least 90 days for the government payment facilitation process.

NOTED BY:

CZARINA ZARA-LOYOLA  
Director  
Office of Public Affairs and Advocacy (OPAA)

**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)  
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above Php500K))
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

**Created by** TERESITA A. ROMANES  
**Date Created** 13/11/2019

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