



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6186460  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Tourism Investment Forum and Capacity Bldg. Seminar - 1) Siargao June 26-28, 2019 2) Camiguin July 24-26, 2019

#### Area of Delivery

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2019-05-0089   | <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>        | 10/05/2019          |
| <b>Approved Budget for the Contract:</b> | PHP 960,000.00   | <b>Last Updated / Time</b>   | 09/05/2019 15:59 PM |
| <b>Delivery Period:</b>                  |  | <b>Closing Date / Time</b>   | 14/05/2019 14:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | TERESITA A. ROMANES<br>Admin. Assistant V<br>#351 Sen. Gil Puyat Avenue<br>Makati<br>Metro Manila<br>Philippines 1200<br>63-2-4595200 Ext.425<br><br>t_romanesh@yahoo.com.ph |                              |                     |

#### Description

##### TERMS OF REFERENCE I. PROJECT

Tourism Investment Promotional Activities: Tourism Investment Forum 2019

Ground Handling Service for the Tourism Investment Forum (TIF) in the following areas, as proposed by the regional offices:

- Camiguin
- Siargao

##### II. BACKGROUND

TIF is an information campaign that aims to generate awareness on the national and local government support to tourism related investments and developments in the Philippines in terms of incentives and financing facilities; it also seeks to encourage stakeholders to invest in sustainable tourism through the introduction of modern technology (c/o Yokohama City government) that will address environmental concerns. It targets local property owners, developers, business/ investment associations, provincial, city and municipal tourism investment officers and local investment promotion centers.

##### III. PROCUREMENT REQUIREMENTS

Tourism Investment Forum (TIF)

Siargao June 26-28, 2019 inclusive of travel time  
ABC: Php 480,000.00

Camiguin July 24-26, 2019 inclusive of travel time  
ABC: Php 480,000.00

Scope of Work/ Deliverables:

A. Accommodation Requirements for 9pax:

5-single rooms, 3-days/2-nights (invited speakers from Manila - PRA, BOI, DTI, PHILEXIM, and OTSR Director)  
1-twin room, 3-days/2-nights (OTSR-PIED staff 2pax)  
DOT accredited hotel/resort that meets the requirements of having a function room that can accommodate the number of people indicated; has banquet service, etc.

B. Transportation Service Requirements:

Round-trip domestic airline tickets (for 7pax)

20 kilos baggage allowance

Airport transfers 2x arrival/ 2x departure

Guided tour whole day (last day)

C. Meal Requirements:

Meals outside event proper for the speakers and DOT representatives (11pax) - first (1st) day lunch and dinner; third (3rd) day lunch, p.m. (heavy) snacks. Outside the event proper.

On the event proper banquet service buffet (AM and PM snacks, lunch 70pax; dinner for the speakers and DOT (15pax))

D. Function Room within the hotel where the speakers are staying

Function room for the Tourism Investment Forum. Round table set-up that can accommodate 70 pax; with projector, white screen, rostrum, microphone, sound system, laptop computer, pens and papers each day on the table for the participants, water and free flowing coffee/ tea.

ID/ BADGES FOR 60 pax with lanyard 4.5" x 3" ID size and ID case

E. Token for the speakers (local products and delicacies)

Tokens for the speakers 9pax (PRA, BOI, DTI, PHILEXIM, Yokohama City officials 4pax, 1-LGU) worth Php 1,500/pax - local delicacies/ souvenirs/ etc.

Minimum Requirements:

a) Must be accredited by DOT

b) Willing to provide services on a send-bill arrangement; with breakdown of actual expense

VI. BUDGET : PHP 960,000.00

VII. PROJECT OFFICER/CONTACT PERSON:

MARITES BALLESTER

Mobile: 0921 441 22 15

**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 or Bus. 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** 09/05/2019

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