



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6503998  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 3rd POSTING 2020 OPAA STRAT PLANNING and BUDGETING WORKSHOP with GAD AWARENESS and GENDER SENSITIVITY SEMINAR-CAMIGUIN (october 23-25, 2019)

#### Area of Delivery

<b>Solicitation Number:</b>	2019-09-0242	<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>	28/09/2019
<b>Approved Budget for the Contract:</b>	PHP 475,000.00	<b>Last Updated / Time</b>	27/09/2019 11:30 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	01/10/2019 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

2020 OPAA STRATEGIC PLANNING AND BUDGETING WORKSHOP  
with GAD Awareness and Gender Sensitivity Seminar (3D/2N)  
LOCATION & VENUE: CAMIGUIN  
PERIOD COVERED: OCTOBER 23 – 25, 2019  
(charged to: 2019 OPAA GAA Budget)

##### I. MINIMUM REQUIREMENTS FOR SUPPLIER:

1. Must be DOT-accredited
2. Must be registered with PHILGEPS
3. Must provide the services needed on a send-bill arrangement
4. Must submit all required documents for payment purposes

##### II. SCOPE OF WORK DELIVERABLES:

1. Roundtrip domestic airline tickets for 17 pax  
October 23, 2019 (Wednesday) - Manila to Camiguin  
October 25, 2019 (Friday) - Camiguin to Manila  
\*\*\*Inclusive of travel insurance, terminal fee and 20 kg. baggage allowance

2. Room Accommodation for 17 pax for 2 nights in a resort/hotel:  
8 twin-sharing rooms (OPAA staff & speaker) and 1 single room (director)  
Check-In Date: October 23, 2019 (Wednesday)  
Check-Out Date: October 25, 2019 (Friday)  
\*\*\*Inclusive of Breakfast
3. Full Board Meals (AM and PM snacks, lunch and dinner),  
\*\*\*Inclusive of mineral water and juices
4. Roundtrip airport transfers
5. Free use of amenities (pools, parking area, etc...)
6. Free use of open and covered areas for the venue of planning & budgeting workshop and GAD awareness activities plus complimentary workshop materials (projector, screen, whiteboard, tear sheets, easel type boards, pens, ballpens, pencil, note book, plain paper, etc...)
7. Free use of the internet (WIFI)
8. Tour Itinerary of the destination with vehicle, gasoline, driver and tour guide
9. Participants' Workshop Kit consists of workshop 2 T-shirts, 1 USB flash drive, 1 hygiene kit / 1 emergency kit
10. Provision for Teambuilding Coordinator
11. Provision for GAD Speaker and honoraria

III. APPROVED BUDGET FOR THE CONTRACT:  
TOTAL APPROVED OPAA BUDGET: P 475,000.00

IV. CONTACT PERSON: RAMON REBULADO  
Information Officer II  
Office of Public Affairs and Advocacy (OPAA)  
Tel. No.: 459-5200 local 316  
Email Address: rebramon@yahoo.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 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** 27/09/2019

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