



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6597477  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** MEDIA LUNCH SUPPORT of the "KAIN NA!" Event Lot1 Cagayan de Oro November 22-23, 2019 & Lot 2 IloIlo December 6-7, 2019

#### Area of Delivery

<b>Solicitation Number:</b>	2019-10-0282	<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>	29/10/2019
<b>Approved Budget for the Contract:</b>	PHP 200,000.00	<b>Last Updated / Time</b>	28/10/2019 16:12 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04/11/2019 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Metro Manila Philippines 1200 63-2-4595200 Ext.425  t_romanesh@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

MEDIA LAUNCH SUPPORT of the "KAIN NA!" Event

LOT 1: LOCATION/VENUE: Cagayan De Oro  
 INCLUSIVE DATES: November 22-23, 2019 (2D/1N)  
 (Charged to: 2019 OPAA GAA Budget)

##### I. MINIMUM REQUIREMENTS FOR SUPPLIERS:

1. Must be DOT-accredited tour/travel agency
2. Must be registered with PHILGEPS
3. Must present breakdown of prices for specific services rendered
4. Must be willing to go through the usual government procedure on a send-bill arrangement
5. Must be able to submit all required documents needed for payment

##### II. SCOPE OF DELIVERABLES:

1. Two (2) Full Van Transportation Service for Ten (10) pax

Destinations:

- \* Airport-Hotel-Event venue-Hotel on DAY 1 (November 22, 2019)
- \* Hotel-City destinations-Airport on DAY 2 (November 23, 2019)

Vehicle Type: up to 12 seating capacity van; fully airconditioned with WIFI

\*\*\*Must be inclusive of travel insurance, well groomed driver who is well versed of the directions within the city, umbrellas, mineral water and wet wipes for passengers, entrance fees, toll fees, parking fees, driver's meals, fuel

2. Room Accommodations for Ten (10) pax for 1 night at a 3-star hotel, preferably near the event venue (Ayala Malls Centro):

- one (1) Single De Luxe room (For OPAA Director),
- and three (3) twin-sharing rooms,

Check-in date : November 22, 2019 (Request for early check-in)

Check-out date : November 23, 2019 (Request for late check-out)

\*\*\*Must be Inclusive of breakfast, fully airconditioned, wifi, free use of hotel amenities (Pool, parking, internet)

3. Full Board Meals (AM/PM snacks, lunch, dinner for Days 1 and 2)

\*\*\*Must be inclusive of meals / snacks if in transit, mineral water, juices.

4. Press Briefing Dinner and socials with local media participants at a well-known restaurant in Cagayan De Oro for fifty (50) pax on DAY 1 (November 22, 2019).

5. Provision for E-VAT and other government taxes.

6. Amenable to the usual government procedure on a send-bill arrangement.

LOT 2: LOCATION/VENUE: ILO-ILO

INCLUSIVE DATES: December 6 to 7, 2019

(Charged to: 2019 OPAA GAA Budget)

III. SCOPE OF DELIVERABLES:

7. Two (2) Full Van Transportation Service for Ten (10) pax

Destinations:

- \* Airport-Hotel-Event venue-Hotel on DAY 1 (December 6, 2019)
- \* Hotel-City destinations-Airport on DAY 2 (December 7, 2019)

Vehicle Type: up to 12 seating capacity van; fully airconditioned with WIFI

\*\*\*Must be inclusive of travel insurance, well groomed driver who is well versed of the directions within the city, umbrellas, mineral water and wet wipes for passengers, entrance fees, toll fees, parking fees, driver's meals, fuel

8. Room Accommodations for Ten (10) pax for 1 night at a 3-star hotel, preferably near the event venue (Ayala Malls Atria):

- one (1) Single De Luxe room (For OPAA Director),
- and three (3) twin-sharing rooms,

Check-in date : December 6, 2019 (Request for early check-in)

Check-out date : December 7, 2019 (Request for late check-out)

\*\*\*Must be Inclusive of breakfast, fully airconditioned, wifi, free use of hotel amenities (Pool, parking, internet)

9. Full Board Meals (AM/PM snacks, lunch, dinner for Days 1 and 2)

\*\*\*Must be inclusive of meals / snacks if in transit, mineral water, juices.

10. Press Briefing Dinner and socials with local media participants at a well-known restaurant in Ilo-Ilo for fifty (50) pax on DAY 1 (December 6, 2019).

11. Provision for E-VAT and other government taxes.
12. Amenable to the usual government procedure on a send-bill arrangement.

**IV. APPROVED BUDGET FOR THE PROJECT:**

FOR LOT 1 : PHP 100,000.00

FOR LOT 2 : PHP 100,000.00

TOTAL APPROVED OPAA BUDGET : PHP 200,000.00

**V. CONTACT PERSON:**

ABE VALENCIA, JR.  
Administrative Assistant III  
Office of the Director  
for Public Affairs & Advocacy  
Office Phone: 4595200 loc. 323  
Email Address: abvalencia@tourism.gov.ph

**Other Information**

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

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** 28/10/2019

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