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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4721785  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2nd Posting - MEDIA FAMILIARIZATION TOUR (Siquijor and Negros Oriental)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-08-0224	<b>Status</b>	Active
<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>	11-Aug-2017
<b>Approved Budget for the Contract:</b>	PHP 400,000.00	<b>Last Updated / Time</b>	11-Aug-2017 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	15-Aug-2017 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT TITLE : MEDIA FAMILIARIZATION TOUR

August 31- September 2, 2017, Siquijor and Negros Oriental

##### II. BACKGROUND

The Office of Public Affairs, Communications & Special Projects (OPACSP) is organizing a media familiarization Tour to Siquijor and Negros Oriental, scheduled on August 31 to September 2, 2017. The project involves 25 participants, including members of duly DOT-accredited media practitioners, along with OPACSP staff, for a three-day/two-night stay in Siquijor Island and Dumaguete City. The familiarization tour aims to give the media representatives the opportunity to experience the homestay ASEAN awardees and enigmatic surroundings of the emerging tourist destination.

III. PURPOSES / OBJECTIVES

- 1. To help sustain the momentum of DOT's efforts to attract both, international and domestic tourists, to the country's thousands of destinations, and spur generation of revenues in visitor receipts.
- 2. To help diversify the Department's product development and promotional efforts in line with the government's sustainable and inclusive tourism program, as envisioned in the Tourism Development Plan (TDP) for 2017-2022.
- 3. To expose the media practitioners to the actual tourism experience which highlights DOT's revitalized branding of Philippine tourism program with the Filipino family values (#WhenwithFilipinos) as its focus.
- 4. To support the Department's efforts to develop and promote secondary and emerging tourist destinations all over the archipelago of 7,100 islands.

IV. SCOPE OF WORK / DELIVERABLES

Following are the services required by the Philippine Department of Tourism for the ground handling services:

- 1. Hotel accommodation (double occupancy)  
August 31, 2017 (Coco Grove, Siquijor)  
September 1, 2017 (Manhattan Suites, Dumaguete)
- 2. Cebu Pacific tickets from Manila to Dumaguete (August 31, 2017)  
Cebu Pacific tickers from Dumaguete to Manila (September 2, 2017)
- 3. Meals as per itinerary
- 4. Entrance fees as per itinerary
- 5. Terminal fees
- 6. Ferry fare
- 7. Land and water activities as per itinerary
- 8. Van rentals

Total No. of Pax: 25 pax

V. BUDGET

Total budget allocation is Php 400,000.00 chargeable to the 2017 budget of the Office of Public Affairs Communications, and Special Projects.

VI. PAYMENT PROCEDURE

Full payment shall be made fifteen (15) days after the full completion of the project and submission of the billing statement.

VII. EVALUATION PROCEDURE

The winning bidder shall be selected not solely based on the amount of bid but the Philippine Department of Tourism Bids and Awards Committee (PDOT-BAC) shall also consider the overall handling proposal of the company based on the Terms of Reference (TOR).

The Lowest Calculated Bid (LCB) shall be post-qualified by the PDOT-BAC to determine whether the concerned bidder complies with and is responsive to all the requirements and conditions as specified in the bidding documents. If determined upon post qualification that the bidder with the LCB fails the other terms and conditions in these bidding, the PDOT-BAC shall consider the bidder with the second LCB, and so on, to determine the Lowest Calculated and Responsive Bid (LCRB) for this bidding.

VIII. CONTACT PERSON

Ms. Josephine Grace Mirafuentes  
OPACSP, DOT  
Email: josh.aguilo@gmail.com

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**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 Permit
2. PHILGEPS' Registration Number
3. BIR latest annual Income Tax Return
4. Omnibus Sworn Statement duly notarized 2017
5. Valid DOT Accreditation certificate

PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE

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. 890-0189/ 459-5200/30 loc. 110

NOTE : For Land Bank Payment Purposes:

Bank's Name \_\_\_\_\_

Bank's Account Number \_\_\_\_\_

**Created by** TERESITA ANDRIN ROMANES

**Date Created** 10-Aug-2017

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