



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6650130  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** OPAA PLANNING WORKSHOP 2019-Bagac, Bataan-18-20 December 2019

#### Area of Delivery

|                                          |                                                                                                                                                                                                |                              |                     |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2019-11-0308                                                                                                                                                                                   | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations                                                                                                                                                             |                              |                     |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)                                                                                                                                   | <b>Associated Components</b> | 2                   |
| <b>Classification:</b>                   | Goods                                                                                                                                                                                          | <b>Bid Supplements</b>       | 0                   |
| <b>Category:</b>                         | Travel, Food, Lodging and Entertainment Services                                                                                                                                               | <b>Document Request List</b> | 0                   |
| <b>Approved Budget for the Contract:</b> | PHP 475,000.00                                                                                                                                                                                 | <b>Date Published</b>        | 14/11/2019          |
| <b>Delivery Period:</b>                  |                                                                                                                                                                                                | <b>Last Updated / Time</b>   | 13/11/2019 13:44 PM |
| <b>Client Agency:</b>                    |                                                                                                                                                                                                | <b>Closing Date / Time</b>   | 18/11/2019 16:00 PM |
| <b>Contact Person:</b>                   | TERESITA A. ROMANES<br>Admin. Assistant V<br>#351 Sen. Gil Puyat<br>AVenue<br>Makati<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-2-4595200 Ext.425<br><br>t_romanesh@yahoo.com.ph |                              |                     |

#### Description

##### TERMS OF REFERENCE

Tour Operator / Ground Arrangements  
 Office of Public Affairs and Advocacy (OPAA) Planning Session 2019  
 18-20 DECEMBER 2019 I Bataan, Philippines

##### SCOPE OF DELIVERABLES:

1. Accommodation
  - ▶ Must be DOT Accredited
  - ▶ Preferably in Bagac, Bataan
  - ▶ All rooms must be inclusive of buffet breakfast, complimentary Wi-fi access on all rooms and public areas, and drinking water/coffee/tea
  - ▶ Single/twin-sharing rooms for 2 nights
    - Room Quantity: 10 twin-sharing rooms
    - Number of nights: Two (2) nights
    - Check In: 18 December 2019
    - Check Out: 20 December 2019

Sub-Total Amount: Php 120,000.00

## 2. Meals and Venue Package

- ▶ Must be same or adjoining DOT Accredited Hotel
- ▶ Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
- ▶ Must include the following services and amenities at the function room:
  - o Free flowing coffee and tea
  - o Mint/candies/chips
  - o Complimentary conference Wi-fi access
  - o PA system
  - o 3 wireless microphone
  - o Stage/platform and rostrum
  - o Whiteboard, flipchart, marker, and eraser
  - o Paper / notepad and pencil
  - o LCD projector to be used on 18-19 December 2019
- ▶ Inclusive of full board meals for 20 pax (AM and PM snacks, and buffet lunch) on 18-19 December, 2019

Sub-Total Amount: Php 60,000.00

## 3. Meals

- Must provide buffet lunch and dinner for 20 pax on 18-20 December 2019 (even while in transit)

Sub-Total Amount: Php 64,000.00

## 4. Transportation

- ▶ Must be DOT Accredited Tourist Transport
- ▶ Must provide 1 unit of air-conditioned with at least 49-seater with jump seat tourist bus to be used on 18-20 December 2019
- ▶ Departure date and time from DOT Makati: 18 December 2019 at 9:00 A.M.
- ▶ Departure date and time from Bagac, Bataan: 20 December 2019 at 05:00 P.M.
- ▶ Provision of focal person / dispatcher
- ▶ Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers

Sub-Total Amount: Php 130,000.00

## 5. Supplies and Corporate Giveaways

- ▶ Provision of planning conference kits and tokens (eco-notebook and pen, ID holder and lace, envelope, flash drive 16GB, and collared shirt) for 20 pax to be used during the OPAA Planning Session 2019.

Sub-Total Amount: Php 26,000.00

## 6. Photo Documentation Tour of Heritage Sites and Corregidor Island Package

- ▶ Package inclusive of 2 units of airconditioned van (at least 12-seater) with fuel, boat transfers, entrance fees, parking fees, toll fees, driver's meals, and full board meals (AM/PM Snacks, Buffet Lunch for 20 pax on December 20, 2019).

Sub-Total Amount: Php 40,000.00

## 7. Others

- ▶ Tour operator must be DOT Accredited
- ▶ Must be amenable to a send bill arrangement and willing to go through the usual government procedure for payments.
- ▶ Must have provision for ALL applicable government taxes and E-VAT
- ▶ Must be compliant with the submission of all documentary attachments for facilitation of payments.
- ▶ List of attendees and Program of Activities are attached for reference

Approved Budget for Contract: PhP 475,000.00  
(Inclusive of ALL government taxes and E-VAT)

Contact Person:

MR. RAMON REBULADO  
Information Officer II  
DOT-OPAA; Public Affairs Communications  
and Management Division (PACMD)  
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dizl.opaa.dot@gmail.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)  
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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