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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6708616  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** OPAA PLANNING SESSION 2019\Bagac, Bataan,Philippines- December 18-20, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-11-0351	<b>Status</b>	<b>Active</b>
<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>	29/11/2019
<b>Approved Budget for the Contract:</b>	PHP 475,000.00	<b>Last Updated / Time</b>	29/11/2019 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	02/12/2019 14:00 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

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

##### SCOPE OF DELIVERABLES:

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

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 mineral water, 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 75,000.00

3. Meals

- Must provide buffet dinner for 20 pax on December 18 & 19, 2019.
- Must provide buffet dinner for 20 pax on December 20, 2019 (even while in transit)

Sub-Total Amount: Php 75,000.00

4. Transportation

- ▶ Must be DOT Accredited Tourist Transport
- ▶ Must provide 1 unit of air-conditioned, 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 120,000.00

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 25,000.00

6. Photo Documentation Tour of Heritage Sites Package

- ▶ Package inclusive of 2 units of DOT-Accredited airconditioned vans (at least 12-seater each) with fuel, entrance fees, parking fees, toll fees, driver's meals, souvenir tokens from each destination/site and full board meals (AM/PM) Snacks, Buffet Lunch for 20 pax on December 20, 2019.

Sub-Total Amount: Php 60,000.00

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 be compliant with the submission of all documentary requirements 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)  
4595200 loc.316; 09297122083  
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** 28/11/2019

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