



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8278030  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** OTSR YEAR-END ASSESSMENT AND STRATEGIC PLANNING WORKSHOP - Baguio (December 20-22, 2021)

#### Area of Delivery

<b>Solicitation Number:</b>	2021-12-0201	<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 - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Transportation and Communications Services		
<b>Approved Budget for the Contract:</b>	PHP 59,850.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	3 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	08/12/2021
<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  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	07/12/2021 13:21 PM
		<b>Closing Date / Time</b>	13/12/2021 10:00 AM

#### Description

TERMS OF REFERENCE  
(Vehicle Hire)

I. Project: OTSR YEAR-END ASSESSMENT AND STRATEGIC PLANNING WORKSHOP

II. Project Description: The Office of Tourism Standards and Regulation through the Standards Monitoring and Enforcement Division (OTSR-SMED) will conduct its Annual Assessment and Strategic Planning Workshop in Baguio City on 20-22 December 2021. This activity aims to evaluate the Office's accomplishments and performance of the implemented programs for the year 2021 and also to discuss the targets and PAPs of each division in preparation for the upcoming year.

In this regard, the OTSR-SMED will procure or contract a reputable vehicle (bus) rental company to provide transportation services for the participants who will be physically present in the said activity.

III. Objective: To provide effective, efficient and safe transport services to DOT-OTSR personnel

IV. Minimum Requirements for Bidders

1. Bidders must be DOT-accredited enterprise.
2. Must be willing to provide services on send-bill arrangement.

V. Scope of Work/Deliverables

The services required by the DOT End-user:

1. Provision of one (1) unit of fully air-conditioned bus

Seating capacity (with social distancing): 24 passengers

Date: December 20-22, 2021

Destination: DOT Makati City – Baguio City – DOT Makati City

2. Inclusive of fuel, round-trip toll fees, and driver's RT-PCR test, meals and accommodation.

VI. Budget

FIFTY NINE THOUSAND EIGHT HUNDRED FIFTY PESOS ONLY (₱ 59,850.00)  
inclusive of VAT, other taxes, and 5% contingency

VII. Terms of payment: Government Procedure (Send-bill Arrangement)

VIII. Project Officers/Contact Persons

Madeline B. Reyes: 09272569023 / mbreyes@tourism.gov.ph Adreanne Faye G. Matta: 09175398709 /  
agmatta@tourism.gov.ph SMED: smed@tourism.gov.ph

Noted by:

CONSUELO L. GESTOPA

Officer-in-Charge

Standards Monitoring and Enforcement Division Approved by:

VIRGILIO M. MAGUIGAD, EnP

Director, OTSR

**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 (for ABC's above PhP500K)

4.Original or certified true copy of duly notarized Omnibus Sworn Statement.

**Created by** TERESITA A. ROMANES

**Date Created** 07/12/2021

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