



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6650338
Procuring Entity DEPARTMENT OF TOURISM
Title PMD ASSESSMENT AND PLANNING WORKSHOP (Cebu)-November 21-23, 2019
Area of Delivery

Solicitation Number:	2019-11-0311	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	14/11/2019
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	13/11/2019 14:10 PM
Delivery Period:		Closing Date / Time	18/11/2019 10:00 AM
Client Agency:			
Contact Person:	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

I. PROJECT TITLE : PMD ASSESSMENT AND PLANNING WORKSHOP

II. BACKGROUND

- i. Number of Pax : 14 PMD Personnel (DOT Central Office)
- ii. Date of Travel : November 21-23 2019
- iii. Destination : Cebu

III. PURPOSE/ OBJECTIVES:

The Philippine Department of Tourism (PDOT) is in need of the services of a local tour operator in the Philippines engaged in the business of providing tour packages or its components in handling or coordinating arrangements for such. The Assessment and Planning Session of the Procurement Management Division is aiming to attain the following objectives:

- i. To identify challenges and areas for improvement;
- ii. To plan for action/s to be undertaken to address the same and for the next year's targets; and
- iii. To build camaraderie among PMD-personnel.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- i. Must be DOT-Accredited Tour Operator;
- ii. Must have/assign field coordinator to facilitate the group's itinerary; and



iii. Must be willing to provide services on a send-bill arrangement.

V. SCOPE OF WORK/ DELIVERABLES:

i. Function Room, within the vicinity of the accommodation, that can accommodate fourteen (14) pax to be used from 9:00AM to 8:00PM on November 21-23, 2019;

Provision of the following amenities/equipment:

☐ Use of LCD Projector and Wide Screen

☐ Basic Sound/PA System

☐ Outlets/extension cords for laptops

☐ Podium/Rostrum with 2 microphones

☐ Provision of pads and pencils

☐ Provision of free flowing coffee, tea and candy mints or chips during the workshop

ii. Twin sharing room (14pax): for three (3) days and two (2) night accommodation (inclusive of breakfast) in Cebu City;

iii. Air and Land transfers and transportation; and

- Morning departure from NAIA Airport to Cebu Airport on 21th of November 2019

- Evening flight from Cebu Airport to NAIA Airport on the 23rd of November 2019

iv. Full-board buffet meals inclusive of drinks.

v. Cooperation and Collaborative activities for the Participants for a day.

VI. BUDGET:

Total budget allocation is Five Hundred Thousand Pesos (₱500,000.00)

VII. CONTACT PERSON:

TERESITA A. ROMANES

Address: 4/F DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City

Contact number: 459-5200 loc. 424/425

Email address: taromanes@tourism.gov.ph

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost that the amount of bid does not exceed the above total budget

Prepared by:

DYNA FRANCES G. DIVINA

Administrative Officer I

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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