



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5985954
Procuring Entity DEPARTMENT OF TOURISM
Title DOT-LAS' 2019 STRATEGIC PLANNING SESSION- February 7-9, 2019
Area of Delivery

Solicitation Number:	2019-01-0016	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 525,891.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	30/01/2019
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	Last Updated / Time	29/01/2019 15:39 PM
		Closing Date / Time	04/02/2019 14:00 PM

Description

TERMS OF REFERENCE

I. PROJECT

DOT-LAS' 2019 Strategic Planning Session.

II. PURPOSE / OBJECTIVE

- The DOT is in need of the services of a ground handler / tour operator to provide ground-handling arrangements; roundtrip domestic airline tickets, land transfers, accommodation and collaborative activities for the participants.

III. MINIMUM REQUIREMENTS

- Must be DOT-Accredited service provider.
- Terms of Payment: Government Procedure.
- Willing to provide services on a send bill arrangement.

IV. SCOPE OF DELIVERABLES

A. Seventeen (17) Roundtrip Domestic Airline Tickets (20 kg baggage allowance)
(*Subject to refund / rebooking / cancellation)

i. Manila (MNL) to Siargao (IAO) on February 07, 2019
Passengers Preferred Flight

1. TBA (SKYJET) MNL-IAO M8-421 ETD 1000H ETA 1120H

ii. Siargao (IAO) to Manila (MNL) on February 09, 2019
Passengers Preferred Flight

2. TBA (CEB PAC) IAO-MNL DG 6840 ETD 1535H ETA 1800H

B. Transportation

Provision of vans for the following:

- Airport-Hotel transfers and vice versa (2 vans); 1 van shall be on call during the project implementation.

C. Full-board Accommodation with Use of Function Room

i. Room Accommodation for 17 pax (11 Females and 6 Males)

Eleven (11) Twin Sharing Room

Check-in: 07 February 2019

Check-out: 09 February 2019

- Must be DOT-accredited Hotel/Resort
- Early Check-in (at least 3 rooms)
- Inclusive of breakfast
- Free use of hotel / resort facilities
- Note: Open to special arrangements in case number of participants of the same sex is not met. Likewise, the hotel/resort should be open for cancellation of room booking once not occupied by the participants.

ii. Use of function room (Strategic Planning Session – Feb. 07)

- To accommodate 17 pax
- Board Meeting Style or U-Style
- Free Flowing coffee, tea, candies and chips
- Pads and pencils
- Use of microphone, sound system, whiteboard and marker.
- Meals

iii. Meal Requirements Breakdown

- For seventeen (17) pax

1. February 07, 2019

- Lunch upon arrival
- PM Snacks
- Dinner at the hotel

2. February 08, 2019

- Buffet breakfast included in room accommodation
- AM Snacks
- Lunch
- PM Snacks
- Dinner

3. February 09, 2019

- Buffet breakfast included in room accommodation
- Lunch (depending on flight schedule)

D. Cooperative and collaborative activities in Siargao's tourism sites (February 08, 2019)

- Bidder's proposed itinerary shall be subject to final approval of end-user
- Inclusive of transportation (land and water) and entrance fees; Driver and driver's meals
- With accredited Tour Guide to assist the group.

E. Domestic Travel insurance during the duration of the project

- for seventeen (17) pax

V. DATE AND LOCATION OF EVENT

February 07-09, 2019 in Siargao

VI. APPROVED BUDGET OF THE CONTRACT (ABC): Php525,891.00

VII. PROJECT OFFICERS

Contact Persons : Ms. Cherry Regala or Ms. Nikki Reyes

Office : Legal Affairs Service

DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 620

Email Address : legalservice.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)
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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

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. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA A. ROMANES

Date Created 29/01/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004,2004-2019 DBM Procurement Service. All rights reserved.,DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)