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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6574647  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** QMS Pre-Certification Audit on 3-6 November 2019 and 2nd Internal Quality Audit on 6-9 November 2019

#### Area of Delivery

<b>Solicitation Number:</b>	2019-10-0274	<b>Status</b>	Pending
<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 125,400.00	<b>Date Published</b>	22/10/2019
<b>Delivery Period:</b>		<b>Last Updated / Time</b>	21/10/2019 17:02 PM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	25/10/2019 10:00 AM
<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  
 QMS Pre-Certification Audit on 3-6 November 2019 and  
 2nd Internal Quality Audit on 6-9 November 2019  
 DOT Region I, San Fernando La Union

Department of Tourism

1. Requirement: DOT-Accredited Tour Operator

##### 1.1 Transportation

The said DOT Accredited Tour Operator shall provide the service vehicle for the conduct of the activity.

- One (1) unit of Car (Sedan) for Nov. 3-6, 2019 and for Nov. 6-9, 2019.
- Toll fees, fuel and parking fees; meals and accommodation of drivers (for the duration of the activity)
- Professional, experienced, well trained and courteous drivers.
- Itinerary:

3 November 2019 (Car)

- DOT Building, Makati City to San Fernando, La Union

4-5 November 2019 (Car)

- Within San Fernando, La Union

- 6 November 2019 (Car)  
 - San Fernando, La Union to DOT Building, Makati City  
 (With provision to drop passengers along the way)  
 6 November 2019 (Car)  
 - DOT Building, Makati City to San Fernando, La Union  
 7-8 November 2019 (Car)  
 - Within San Fernando, La Union  
 9 November 2019 (Car)  
 - San Fernando, La Union to DOT Building, Makati City  
 (With provision to drop passengers along the way)

• Budget:

Car (3-6 November 2019) =  
 Php 15,000/day/unit x 4 days x 1 unit = Php 60,000.00  
 Car (6-9 November 2019) =  
 Php 15,000/day/unit x 4 days x 1 unit = Php 60,000.00  
 Total = Php 120,000.00

1.2 Meals

3 & 6 November 2019:

• AM/PM Snacks = Php 400/pax/day x 1 pax x 2 days = Php 800.00  
 • Lunch = Php 500/pax/day x 1 pax x 2 days = Php 1,000.00

6 & 9 November 2019:

• AM/PM Snacks = Php 400/pax/day x 2 pax x 2 days =  
 Php 1,600.00  
 • Lunch = Php 500/pax/day x 2 pax x 2 days = Php 2,000.00  
 • Budget = Php 5,400.00

2. TOTAL BUDGET ESTIMATE: Php 125,400.00

3. Service Provider: DOT-Accredited Tour Operator

4. Payment Procedure: Government Procedure

5. Contact Person:

Ms. Leslie Zaldua & Mr. John Pastrana  
 Telephone Number: 459-5200 local 416  
 Email: dot.qms@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** 21/10/2019

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