



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6253697  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Awareness Seminar on Diving in the Philippines (Coron, Palawan)-June 20-22, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-06-0124	<b>Status</b>	Active
<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>	15/06/2019
<b>Approved Budget for the Contract:</b>	PHP 199,043.00	<b>Last Updated / Time</b>	15/06/2019 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	18/06/2019 10:00 AM
<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

I. BIDDER : Service Provider

II. PROJECT TITLE : Awareness Seminar on Diving in the Philippines

III. PROJECT DATE : June 20-22, 2019

##### IV. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

1. Must be accredited by the DOT
2. Must be PHILGEPS Registered
3. Must be willing to provide services on send-bill arrangement

##### V. DELIVERABLES

1. A tour operator that will be in-charge of the following:
  2. Provision of travel insurance for each personnel in case of emergency trip cancellation or emergency trip termination;
3. TRANSPORTATION
  - A. Airport Transfers  
Date Itinerary # of Van/s # of Pax  
20 June 2019 Francisco B. Reyes Airport to Venue 1 6  
22 June 2019 Venue to Francisco B. Reyes Airport 1 6
4. ACCOMMODATION (inclusive of Breakfast)

Date Type of Room # of Room/s # of Day/s  
20-22 June, 2019 Single Occupancy with Breakfast 4 3 days/2 nights  
20-22 June, 2019 Double Occupancy with Breakfast 1 3 days/2 nights  
\*Preferably within Coron Proper Town

#### 5. FUNCTION ROOM AND EQUIPMENT

DATE: June 21, 2019

- Venue good for thirty six (36) pax
- Use of the venue for nine (9) hours from 8:00 am to 4:00 pm
- Lunch with one (1) round of drink for thirty six (36) pax
- AM and PM Snacks with one (1) round of drink for thirty six (36) pax
- Free flowing coffee and tea during the meeting
- Water station, mints, pads, and pencils during the meeting
- Complimentary use of one (1) LCD screen with projector
- Registration table and two (2) flipcharts with markers
- Basic sound system with two (2) wired or wireless microphone
- Assigned service associate for the whole duration of the event
- High -speed WIFI Internet Access

#### 6. MEALS

Date Meal/s to Consume # of Pax

20 June 2019 Lunch, PM Snacks and Dinner 6

21 June 2019 Dinner 6

22 June 2019 Lunch 6

#### VI. APPROVED BUDGET

TOTAL: PHP 199,043.00

#### VII. TERMS OF PAYMENT

- Send bill arrangement
- Government Procedure

#### VIII. CONTACT DETAILS

Contact Person : Shalane L. Carvajal

Office : Philippine Commission on Sports SCUBA Diving

Contact Number : (02) 459-5200 local 510 or (02) 524-2242

Email Address : morefun@divephilippines.com.ph or shalianecarvajal.pcssddot@gmail.com

Noted by:

ROWENA M. SORIOSO

#### 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** 14/06/2019

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.

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

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