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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4832558  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Groundhandling Arrangement for DOT-LAS' 2-Day Gender and Development Workshop for Tourism Stakeholders in Legaspi, Albay

#### Area of Delivery

<b>Solicitation Number:</b>	2017-09-0296	<b>Status</b>	<b>Active</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>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 153,590.60		
<b>Delivery Period:</b>	3 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Melanie Claire Pasion Singzon Supervising Administrative Officer 4th Floor, DOT Bldg. No. 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.219 63-02-8900189 msingzon_gsd@yahoo.com	<b>Date Published</b>	28-Sep-2017
		<b>Last Updated / Time</b>	28-Sep-2017 00:00 AM
		<b>Closing Date / Time</b>	02-Oct-2017 14:00 PM

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT

Ground-handling arrangement for DOT-LAS' 2-day Gender and Development Workshop for Tourism Stakeholders in Legazpi, Albay.

##### II. PURPOSE / OBJECTIVE

- To provide, plane tickets, land transfers, accommodation and banquet services for the 35 participants including the facilitators and resource speaker of the 2-day Gender and Development Workshop for tourism stakeholders in Legazpi, Albay.

##### 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

I. Plane Tickets inclusive of terminal fee and baggage allowance

A. Manila to Legazpi on October 18, 2017

Passengers (2 pax) Preferred Flight  
Atty. Mark Vernon C. Dioquino PR2925 ETD 1355H  
Cherry Martel B. Regala PR2925 ETD 1355H

B. Manila to Cebu on October 19, 2017  
Passenger (1 pax) Preferred Flight  
Atty. Shangrila C. Quezon PR 2921 ETD 0515H

C. Legazpi to Manila on October 21, 2017  
Passengers (3 pax) Preferred Flight  
Atty. Mark Vernon C. Dioquino 5J326 ETD 1345H  
Atty. Shangrila C. Quezon 5J326 ETD 1345H  
Cherry Martel B. Regala 5J326 ETD 1345H

#### II. Airport and Hotel Transfer

Van / car hire scheduled accordingly with the flight arrivals and departures

##### A. October 18, 2017

Legazpi International Airport to Hotel in Legazpi  
2 pax for the organizers

##### B. October 19, 2017

Legazpi International Airport to Hotel in Legazpi  
1 pax for the resource speaker

##### C. October 21, 2017

Hotel in Legazpi to Legazpi International Airport  
3 pax

#### III. Accommodation with Use of Function Room

##### A. Three (3) Organizers and Speaker

Two (2) Twin Sharing Rooms (4 days, 3 nights)

- Hotel must be at least three (3) star or its equivalent located in Legazpi
- inclusive of breakfast
- free use of hotel facilities

check in : October 18 (afternoon)

checkout : October 21 (noon)

##### B. Use of Function Room with Banquet

2-day workshop, 8:00AM to 5:00PM on October 19 to 20, 2017

- to accommodate 35 pax
- auditorium style set-up
- free flowing of coffee, tea and mints
- pads and pencils
- use of podium, 2 wireless microphone, sound system, projector, projection screen, laser pointer/wireless presenter, whiteboard and marker
- WiFi access
- AM snacks
- Lunch buffet
- PM snacks

#### IV. Date and Location of Event

October 19 to 20, 2017 in Legazpi City, Albay

#### V. APPROVED BUDGET OF THE CONTRACT (ABC): Php 153, 590.60

#### VI. PROJECT OFFICERS

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

Office : Legal Affairs Service

4th flr, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 416

Email Address : legalservice.dot@gmail.com

Deadline for submission of sealed quotation : OCTOBER 2, 2017 (2:00 PM)

Note: The winning bid however, 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.

Kindly submit your quotation together with the documentary requirements listed below, indicating our Solicitation Number & Company Name IN A SEALED ENVELOPE, addressed to Ms. Melanie Claire P. Singzon (Procurement Management Division) at 4th Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

#### DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:

- Current Mayor's / Business Permit
- PhilGEPS Registration Number

- Latest Income/ Business Tax Return
- Duly Notarized Omnibus Sworn Statement (Please see attached)
- DOT Accreditation Certificate

For Land Bank Payment Purposes:

Bank Name : \_\_\_\_\_

Bank Account Number : \_\_\_\_\_

Note : OTHER BANK WITH BANK CHARGES

**Created by** Melanie Claire Pasion Singzon

**Date Created** 27-Sep-2017

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