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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5234392  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** AIRFARE, ACCOMMODATION with MEALS and Land Transfers (April 4-6, 2018)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-03-0089	<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>	1
<b>Classification:</b>	Goods		
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 494,000.00		
<b>Delivery Period:</b>	3 Day/s	<b>Document Request List</b>	1
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	<b>Date Published</b>	17-Mar-2018
		<b>Last Updated / Time</b>	17-Mar-2018 00:00 AM
		<b>Closing Date / Time</b>	20-Mar-2018 14:00 PM

#### Description

TERMS OF REFERENCE  
 FAITH TOURISM 3-DAY REGIONAL CONSULTATION WORKSHOP  
 APRIL 4-6, 2018

#### A. BIDDER

Provider of Hotel/venue/accommodations and transportation

#### B. PROJECT TITLE

Faith Tourism Regional Consultative Workshop

C. REQUIREMENTS: DOT-Accredited Tour Operator/Tourist Transport Provider

#### D. SCOPE OF WORK/DELIVERABLES:

1. Roundtrip airfare for 12 pax via Cebu Pacific as follows:

April 3, 2018 FLT 5J 326 at 1400 H to LGP-MNL for \_\_\_ PAX

April 5, 2018 FLT 5J 319 at 1655 H to MNL-LGP for \_\_\_ PAX

OR FLT DG 6139 at 1750 H

April 3, 2018 FLT DG 6112 at 735 H to NAGA-MNL for \_\_\_ PAX

April 5, 2018 FLT DG 6111 at 540 H to MNL-NAGA for \_\_\_\_ PAX

2. VENUE: Function room and accommodations, inclusive of:

- Venue for 40 Pax

Complete amenities

Technical requirements like LCD Projector, 3 microphones, rostrum, flag poles

Backdrop, Pencil & paper

- 3 star hotel

- 18 ROOMS, assigned as follows:

13 rooms - 2 nights/twin sharing for the following:

2 rooms for Faith staff

1 room for Asec staff

5 rooms for Region 5 participants

5 rooms for NCR participants

5 rooms - 2 nights/single bed for the following:

1 room for the USEC

1 room for the ASEC

1 room for Faith Director

1 room for NCR Director

1 room for RD Region 5

- FULL BOARD MEALS (with am & pm snacks) and free flowing coffee

For Day 2 (only) meals please Include HALAL food for 2pax

DAY 1 – 20 PAX LUNCH, PM SNACKS & DINNER

DAY 2 – 40 PAX HOTEL BREAKFAST & LUNCH-AM/PM SNACKS [Event area]

DAY 3 – 40 PAX HOTEL BREAKFAST

12NN Check-out of participants

8:00AM – 2:20PM TECHNICAL TOUR OF FAITH TEAM – 15 PAX

AM SNACKS (Packed)

LUNCH [Manila area]

PM SNACKS

3. Transportation: 2 vans (subject for inspection) x2 days, inclusive of:

- 10 seater van, fuel, Parking fees, toll fees and drivers meals

Itinerary: April 3, 2018

Destination: DOT, Makati-Hotel-Airport (vise versa)

Itinerary: April 5, 2018

Destination: 1. DOT, Makati - Hotel – Airport (vice versa)

2. Technical Tour – Metro Manila

- Professional, experienced, well trained and courteous drivers

- Travel Insurance

E. APPROVED BUDGET

PHP 494,000.00

F. PAYMENT PROCEDURE

Government procedure: send bill

G. CONTACT PERSON/DETAILS

MARY ELAINE V. IGOT [OUSEC/Faith Sector]

Cell No. 0918-9387677/459-5200 loc. 318/ email: myfaith2888@gmail.com

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#### **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 annual Income/Business Tax Return (For ABC's above Php500K)

4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Valid DOT Accreditation certificate

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

**Created by** TERESITA ANDRIN ROMANES  
**Date Created** 16-Mar-2018

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