



# PHILGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4681541  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Domestic Air Tickets/Ground Handling Arrangement  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-07-0202	<b>Status</b>	Active
<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>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 186,900.00		
<b>Delivery Period:</b>	10 Day/s	<b>Date Published</b>	26-Jul-2017
<b>Client Agency:</b>		<b>Last Updated / Time</b>	26-Jul-2017 00:00 AM
<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>Closing Date / Time</b>	31-Jul-2017 10:00 AM

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT

Ground-handling arrangement for DOT-LAS' 2-day Gender and Development Workshop for Tourism Stakeholders in Cebu City

##### II. PURPOSE / OBJECTIVE

- To provide, plane tickets, land transfers, accommodation, meal requirements of 5 facilitators and banquet services for the 40 participants of the 2-day Gender and Development Workshop for tourism stakeholders in Cebu City.

##### III. MINIMUM REQUIREMENTS

- Must be DOT accredited service provider  
 - Willing to provide services on a send bill arrangement

##### IV. SCOPE OF DELIVERABLES

I. Plane Tickets inclusive of terminal fee

A. Manila to Cebu on August 16, 2017  
Passengers (4pax) Preferred Flight  
Alexandria Bethina G. Cruz 5J565 ETD 1125H  
Atty. Mark Vernon C. Dioquino 5J565 ETD 1125H  
Atty. Jennifer A. Olba 5J565 ETD 1125H  
Justine Claire D. Rico 5J565 ETD 1125H

B. Manila to Cebu on August 17, 2017  
Passenger (1pax) Preferred Flight

Atty. Shangrila C. Quezon 5J563 ETD 0425H

C. Cebu to Manila on August 19, 2017  
Passengers (5pax) Preferred Flight

Alexandria Bethina G. Cruz 5J566 ETD 1355H  
Atty. Mark Vernon C. Dioquino 5J566 ETD 1355H  
Atty. Jennifer A. Olba 5J566 ETD 1355H  
Justine Claire D. Rico 5J566 ETD 1355H

Shangrila C. Quezon PR 2868 2230H

## II. Land Transfer

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

A. August 16, 2017

Mactan-Cebu International Airport to hotel in Cebu City  
4pax for the organizers

B. August 17, 2017

Mactan-Cebu International Airport to hotel in Cebu City  
1pax for the resource speaker

C. August 19, 2017

Hotel in Cebu City to Mactan-Cebu International Airport  
4 pax for the organizers

## III. Accommodation with Use of Function Room

A. Four (4) Organizers

Three (3) Twin sharing Rooms (4 days, 3 nights)

- hotel must be at least three (3) star or its equivalent located in Cebu City

-inclusive of breakfast

-free use of hotel facilities

check in : August 16 (afternoon)

checkout : August 19 (noon)

B. Use of Function Room with Banquet

2-day workshop, 8:00AM to 5:00PM on August 17 to 18, 2017

-to accommodate 40 pax

-auditorium style set-up

-free flowing of coffee, tea and mints

-pads and pencils

-use of podium, microphone, sound system, projector, projection screen, whiteboard and marker

-WiFi access

-AM snacks

-Lunch buffet

-PM snacks

## IV. Date and Location of Event

August 16 to 19, 2017 in Cebu City

## V. APPROVED BUDGET OF THE CONTRACT (ABC)

- Php 186,900.00

## VI. TERMS OF PAYMENT

- Government procedure

## VII. PROJECT OFFICERS

Contact Persons : Alex Cruz or Justine Rico

Office : Legal Affairs Service

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

Contact Number : 459 5200 local 416

Email Address : legalservice.dot@gmail.com

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed above total budget.

**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 Permit
2. PHILGEPS' Registration Number
3. BIR latest annual Income Tax Return
4. Omnibus Sworn Statement duly notarized 2017
5. Valid DOT Accreditation certificate

**PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE**

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. 890-0189/ 459-5200/30 loc. 110

NOTE : For Land Bank Payment Purposes:

Bank's Name \_\_\_\_\_

Bank's Account Number \_\_\_\_\_

**Created by** TERESITA ANDRIN ROMANES

**Date Created** 25-Jul-2017

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