



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9320721

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** Service of a Tour Operator/Ground Handler for the MEDIA COVERAGE OF THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA) OF THE GROUNDBREAKING OF THE TOURIST REST AREA IN SAUD, ILOCOS NORTE ON DECEMBER 11

#### Area of Delivery

<b>Solicitation Number:</b>	2022-12-338	<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	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 160,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	06/12/2022
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph	<b>Last Updated / Time</b>	06/12/2022 00:00 AM
		<b>Closing Date / Time</b>	09/12/2022 09:00 AM

#### Description

##### TERMS OF REFERENCE

MEDIA COVERAGE OF THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA) OF THE GROUNDBREAKING OF THE TOURIST REST AREA IN SAUD, ILOCOS NORTE ON DECEMBER 11-13, 2022

##### I. GROUND HANDLER

DOT Accredited  
Ground Coordinator to join group for Dec. 11-13, 2022)

##### II. AIRFARE:

- Round trip airfare for five (5) pax to MNL-LAO-MNL
- Flight preference:
- December 11, 2022 > MNL-LAO 1130H 1250H (5 Pax)
  - December 12, 2022 > LAO-MNL 2115H 2220H (3 Pax)
  - December 13, 2022 > LAO-MNL 1340H 1450H (2 Pax)
- Inclusive of all terminal fees and other applicable taxes

**III. TRANSPORTATION:**

1 DOT Accredited Van (at least 15 seaters)  
 Laoag Airport >> Saud, Ilocos Norte and nearby >> Laoag airport for 3 days  
 With well-groomed driver, knowledgeable of directions in the area  
 Inclusive of gasoline, applicable toll fees, parking fees, and driver's meals

**IV. ACCOMMODATION:**

3D / 2N at any DOT Accredited Hotel (2-3 stars) in Ilocos Norte, preferably within Saud or nearby  
 One (1) Single De Luxe Room  
 Two (2) Twin Sharing Rooms  
 Inclusive of free buffet breakfast for 2 pax per room

**V. MEALS:**

Full board meals (Breakfast – Dec. 11, Lunch and Dinner – Dec. 11-13) for five (5) pax for three (3) days  
 AM and PM snacks for five (5) pax for three (3) days

**VI. TERMS OF PAYMENT:**

Government Procedure

**VII. TOTAL BUDGET:**

PHP 160,000.00 (inclusive of all taxes)

• Chargeable against the Office of Public Affairs and Advocacy (OPAA) FY2021 CONTINUING FUNDS under  
 ADMINISTRATION EXPENSES

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**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Service Provider for the MEDIA COVERAGE OF THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA) OF THE GROUNDBREAKING OF THE TOURIST REST AREA IN SAUD, ILOCOS NORTE ON DECEMBER 11-13, 2022	1	Lot	160,000.00

**Other Information**

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
 Department of Tourism  
 Makati City

with details such as:

Name of the Bidder/Company:  
 Address of the Bidder/Company:  
 Title of the Project:  
 RFQ No. 2022-12-338

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In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

**5. DOT Accreditation Certificate**

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 09 December 2022 at 9:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 05/12/2022

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