



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9428978  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF SERVICE PROVIDER (Bus Rental) for the Conduct of FY 2023 Assessment Planning Workshop of the Administrative Service in San Juan, Batangas on February 1-4, 2023

#### Area of Delivery

<b>Solicitation Number:</b>	2023-01-0042	<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>	Transportation and Communications Services		
<b>Approved Budget for the Contract:</b>	PHP 201,608.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	4 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	26/01/2023
<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  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	26/01/2023 00:00 AM
		<b>Closing Date / Time</b>	30/01/2023 10:00 AM

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE : PROCUREMENT OF BUS RENTAL FOR THE CONDUCT OF FY 2023 ASSESSMENT PLANNING WORKSHOP OF THE ADMINISTRATIVE SERVICE

II. DATE/VENUE : February 1 - 4, 2023 / San Juan, Batangas

III. MODE OF PROCUREMENT: Small Value Procurement

##### IV. OBJECTIVES:

1. To ensure that the development and implementation of plans and programs of the Administrative Service are aligned with the overall strategy and direction of the organization and that resources are properly and efficiently used.
2. To ensure that the plans and programs of the Administrative Service conform with the service requirements of the Agency and its Quality Management System (QMS).
3. To have a clear direction and blueprint for moving forward considering that the institutional mechanism is already in place.
4. To formulate action plans in the enhancement of the existing procedures, projects, and programs of the divisions

under the Administrative Service.

5. To develop new strategies to adapt to the New Normal.

#### V. LEGAL BASIS:

Section 21 of Republic Act No. 9593, which provides that the Administrative Service shall provide the Department with staff advice and assistance on personnel information, records, communications, supplies, equipment, collection, disbursements, security, other custodial work and such other related duties and responsibilities as may be assigned or delegated to it by the Secretary.

#### VI. MINIMUM REQUIREMENTS:

Must be DOT Accredited;  
Must be PhilGEPS registered;  
Must be at least 5 years in the industry;  
Must have PA System with Microphone;  
Must be fully air-conditioned, with professional, experienced, well-trained and courteous drivers in company uniform covered with insurance; and  
Must be willing to provide service in a send-bill arrangement.

#### VII. INCLUSIONS:

Two (2) 45-seater buses;  
Inclusive dates: February 1 – 4, 2023;  
Provision of 4D/3N quarters and meal allowance for the 2 drivers;  
All toll fees should be paid by the service provider; and  
Provision of permits and other pertinent documents, as may be necessary.

#### VIII. TRAVEL SCHEDULE

February 1 at 06:00AM:

Point of Origin: Department of Tourism (Makati)

Destination: San Juan, Batangas

February 2-3: Standby

February 4 at 02:00PM:

Point of Origin: San Juan, Batangas

Destination: Department of Tourism (Makati)

IX. TOTAL BUDGET: PHP201,608.00 including applicable taxes

\*Chargeable against FY 2022 Continuing Fund Administrative Service Maintenance and Other Operating Expenses (MOOE)

X. TERMS OF PAYMENT: Send-Bill Arrangement / Government Procedure

#### XI. CONTACT PERSONS:

Mr. Edward R. Bullecer / Ms. Zennina C. Parinas  
Department of Tourism - Human Resource Division  
erbullecer@tourism.gov.ph / zcparinas@tourism.gov.ph  
Tel. No. 8459 5200 loc. 408

APPROVED BY:

ATTY. JOVENCIO M. ZARAGOZA  
Director, Administrative Service

#### 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 (for ABC's above PhP500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

**Created by** TERESITA A. ROMANES

**Date Created** 25/01/2023

