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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5312021  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Tourism Investment Workshop for the Investment Officers of the Regional Offices May 31 to June 02, 2018

#### Area of Delivery

<b>Solicitation Number:</b>	2018-04-0142	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	25/04/2018
<b>Approved Budget for the Contract:</b>	PHP 222,400.00	<b>Last Updated / Time</b>	25/04/2018 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	30/04/2018 14:00 PM
<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		

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT TITLE

TOURISM INVESTMENT WORKSHOP FOR THE INVESTMENT OFFICERS OF THE REGIONAL OFFICES

##### II. BACKGROUND

Pursuant to the issuance of Department Order No. 2018-14. "Prescribing the New Guidelines on the Endorsement of Tourism Investments by DOT to the Board of Investments (BOI) and the Philippine Economic Zone Authority (PEZA)", the Project and Investment Evaluation Division (PIED) will conduct a seminar/workshop for the designated Investment Officers of the DOT Regional Offices. The workshop will familiarize them of the functions of PIED which include the following: due diligence, endorsement of tourism enterprises, accomplishing of PIED forms and the procedures on tourism investment in general among others.

##### III. PROCUREMENT REQUIREMENT

##### HOTEL ROOM ACCOMMODATION WITH BREAKFAST

ABC: PHP 150,400.00

Date: May 31 to June 02, 2018 (2-nights)

Number of rooms: 16 twin rooms

Number of pax: 32 pax

**HOTEL FUNCTION ROOM WITH BANQUET SERVICE FOR THE WORKSHOP**

ABC: PHP 72,000.00

Date for the use of function room and banquet service: June 01, 2018

Workshop participants: 40 pax

Duration of the event: 8am to 5pm

Venue: Hotel function room in Makati City

**Minimum Requirements:**

- a) Must be accredited by DOT
- b) Must be located in Makati City
- c) Willing to provide services on a send-bill arrangement

**Scope of Work/ Deliverables:**

Must provide a function room with banquet service - meals (am and pm snack, and lunch), free flowing coffee, tea and water, mints and candies; as well as the following: notepads and pencils, white screen, projector, rostrum, microphones, and stage / set-up for the workshop.

**VII. PROJECT OFFICER/CONTACT PERSON:**

Marites Ballester

Tel: 4595200 loc 106/ 8900216

Mobile: 0921-4412215

**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** 24/04/2018

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