



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5490391  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Capacity Building/Training for DOT Region X Sept. 10-14, 2018  
**Area of Delivery**

<b>Solicitation Number:</b>	2018-07-0172	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	14/07/2018
<b>Approved Budget for the Contract:</b>	PHP 375,363.00	<b>Last Updated / Time</b>	14/07/2018 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	17/07/2018 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: CAPACITY BUILDING / TRAINING FOR DOT Region X  
Sept 10 – 14, 2018

##### II. BACKGROUND

The Capacity Building / Training activity is one of the Tourism Investment Promotion Activities in 2018 of PIED

The activity will train the participants on how to prepare a tourism investment portfolio, including monetary and technical expertise necessary as well as equip the participants with the skills on how to pitch their tourism development projects.

##### III. PROCUREMENT REQUIREMENTS

A. HOTEL FUNCTION ROOM WITH MEALS FOR CONFERENCE AND BREAK OUT ROOMS FOR WORKSHOP  
ABC : Php 234,953.00

Date for the use of function rooms and banquet service: 10 – 14 September 2018 (5 days)  
Total no of pax: 80 pax

Number of invitees: 70 pax  
 Resource speakers: 6 speakers  
 DOT main: 3 personnel  
 DOT Reg. X: 1 personnel

Duration of the event per day: 9 am to 6 pm  
 Venue: Hotel function room that can accommodate 100 pax and located in Cagayan De Oro City

**Minimum Requirements:**

- a) Must be accredited by the Department of Tourism
- b) Must be located in an area accessible from the airport
- c) Must be willing to provide services on a send-bill arrangement

**Scope of Work / Deliverables:**

Must provide a function room with banquet service meals (lunch with am and pm snacks); free flowing coffee, tea and water; as well as the following: screen, projector, rostrum, microphones for the speaker and audience for question and answer portion, stage with a couch set-up for the open forum.

**B. HOTEL ACCOMMODATION AND DINNER MEALS FOR THE DOT PERSONNEL AND SPEAKERS**

ABC: Php 120,800.00

Date of check-in 10 Sept 2018  
 Date of check-out 14 Sept. 2018  
 No. of rooms: 5 rooms

**Minimum Requirements:**

- a) Must be accredited by DOT (preferably where the event will be conducted)
- b) With free breakfast
- c) Airport transfers (arrival and departure)
- d) Four dinner meals for 7 pax
- e) Breakfast meal of 7 pax upon arrival if arriving before the start of the event on the first day

**C. TOKENS FOR THE SPEAKERS AND DOT MAIN GUESTS**

ABC: Php 9,093.00

**Minimum Requirements:**

- a) Native goodies/delicacies abundant and identity of the Region

**D. SUPPLIES AND MATERIALS / TRAINING KITS**

ABC: Php 10,517.00

**Minimum Requirements for 80 pax:**

- a) Nylon string bags
- b) Personalized Lanyard for ID Lace
- c) ID Holder
- d) Ballpens
- e) Notebooks / writing pads

**IV. PURPOSE AND OBJECTIVES:**

- a) To equip the participants of the technical know-how in preparing a tourism investment portfolio;
- b) To help the participants find potential investors as partners / developers of their properties into tourism-related projects;
- c) To impart skills in pitching to include power point presentation

**V. TOTAL BUDGET : Php 375,363.00**

A. Hotel Function Room with Meals for Conference and Break Out Rooms for Workshop = Php 234,953.00

B. Hotel Accommodation and Dinner Meals for the DOT Personnel and Speakers = Php 120,800.00

C. Tokens for the Speakers and DOT Main Guests = Php 9,093.00

E. Supplies and Materials / Training Kits = Php 10,517.00

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

MARIA CONSUELO E. MONTORO  
 Project and Investment Evaluation Division  
 Tel no. 459-5200 loc. 106

**Other Information**

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

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** 13/07/2018

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