



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5917386
Procuring Entity DEPARTMENT OF TOURISM
Title LLU Capability Enhancement Seminar - January 2-5, 2019
Area of Delivery

Solicitation Number:	2018-12-0417	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	15/12/2018
Approved Budget for the Contract:	PHP 159,791.40	Last Updated / Time	15/12/2018 00:00 AM
Delivery Period:		Closing Date / Time	18/12/2018 10:00 AM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. PROJECT TITLE:

LEGISLATIVE LIAISON UNIT CAPABILITY ENHANCEMENT SEMINAR
Cebu City and Bantayan Island
2-5 January 2019

II. BACKGROUND:

No. of Pax : 10 pax
Date of Travel : January 2-5, 2019
Destination : Cebu City and Bantayan Island

III. PURPOSE/OBJECTIVE:

The Capability Enhancement Seminar of the Legislative Liaison Unit (LLU) is conducted as the need arise for the continued growth and further development of its personnel and the unit as a whole, in order for the sector to effectively and efficiently perform its mandated functions under RA 9593 or otherwise known as the Tourism Act of 2009. The said activity also aimed in attaining the following objectives:

- A. Identify legislative strategy to enhance interpersonal and official relationship with the members of the Congress, both in the Senate and the House of Representatives;
- B. Develop further knowledge on the legislative process;
- C. Awareness of the duties and responsibilities of the unit's personnel and identify how to maximize each individual's potentials to increase competency;
- D. Improve camaraderie, cohesiveness and effectiveness in performing and achieving the unit goals;
- E. Plan out effective strategies to implement its programs and projects for the FY 2019.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- A. Must be DOT-Accredited

B. Must be willing to provide services on a send-bill arrangement

V. SCOPE OF WORK/DELIVERABLES

Room Accommodations

BANTAYAN ISLAND- Two (2) Nights

- Four (4) Standard room (twin sharing)
- Three (3) Single room
- Inclusive buffet breakfast and dinner
- Check-in: January 2, 2019
- Check-out: January 4, 2019

CEBU CITY- One (1) Night

- Four (4) Standard room (twin sharing)
- Three (3) Single room
- Inclusive buffet breakfast and dinner
- Check-in: January 4, 2019
- Check-out: January 5, 2019

Planning Venue (January 2, 2019)

- Use of LCD projector and white screen
- Basic Sound/ PA System with 2-3 microphones
- Dedicated technician for the whole duration of the event
- Snacks during the seminar
- Provision of coffee, tea and candy mints and chips during the seminar
- Provision of paper pad and pencil

Transportation (January 2-5, 2019) 4 days

- One (1) Grandia Van inclusive of parking fees, toll fees, meals and quarter of the driver

Airfare

- One (1) airline ticket (Cebu-Bantayan-Cebu)

Boat transfer

- Ten (10) pax (Hagnaya Port-Bantayan Island-Hagnaya Port)

Cooperating and collaborative activities with technical tour for the participants (January 3, 2019 whole day)

- For ten (10) pax

VI. BUDGET

One Hundred Fifty Nine Thousand Seven Hundred Ninety One Pesos and 40/100 (Php 159,791.40)

VII. CONTACT PERSON

Contact Person : Mr. Sherwin Manuel

Address : 3F DOT Bldg. 351 Sen. Gil Puyat Avenue, Makati City

Contact No. : (+632) 459-5200 loc. 304/ +6329985925825

E-mail Address : sherwin.m.mnauel@gmail.com

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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

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 A. ROMANES

Date Created 14/12/2018

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