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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5181334
Procuring Entity DEPARTMENT OF TOURISM
Title Hotel Accommodation and Seminar Venue (Seminar of R.A. 9184 - March 18-21, 2018)
Area of Delivery

Solicitation Number: 2018-02-0056	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods		
Category: Hotel and Lodging and Meeting Facilities	Bid Supplements	0
Approved Budget for the Contract: PHP 181,300.00	Document Request List	0
Delivery Period:		
Client Agency:		
	Date Published	24-Feb-2018
Contact Person: 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	Last Updated / Time	24-Feb-2018 00:00 AM
	Closing Date / Time	28-Feb-2018 14:00 PM

Description

TERMS OF REFERENCE
 SEMINAR ON R.A. 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS (IRR)
 FOR DOT'S BAC, SECRETARIAT, TWG AND PROJECT OFFICERS
 19-20 MARCH 2018
 MAKATI CITY

I. PURPOSE/OBJECTIVE:

To provide function room for the two (2) day seminar and accommodation for the participants from the DOT Head Office and Regional Offices.

II. REQUIREMENTS:

- Must be an accredited hotel with the Department of Tourism
- Must be willing to provide services on a send bill arrangement
- Must be located within Makati City

III. SCOPE OF DELIVERABLES:

A. Hotel Accommodation (March 18-21, 2018)

Seven (7) Twin sharing rooms (for the Regional Offices)

- Check-in: March 18, 2018

- Check-out: March 21, 2018

- Inclusive of buffet breakfast (March 19-21, 2018) and plated dinner (March 18-20, 2018).

- Free use of hotel facilities

(Note: Open to special arrangements in case number of participants of the same sex is not met. Likewise, the hotel

should be open for cancellation of room booking once not occupied by the participants.)

B. Seminar Venue (March 19-20, 2018)

- To accommodate at least 35 pax
- Auditorium / Classroom style set-up
- Free flowing water, coffee, tea and mints.
- Free pads and pencils
- Free use of Podium, Microphones (2), Sound Systems, Projection Screen, Projector, Whiteboard with marker, Wireless Presenter/Clicker
- Free use of Wi-Fi in the function room.
- AM snacks, Lunch and PM snacks for 35 pax

IV. APPROVED BUDGET OF THE CONTRACT (ABC):

- Php 181,300.00

V. TERMS OF PAYMENT:

- Government Procedure will apply.

VI. CONTACT PERSON:

- Ms. Cherry Martel Regala

Telephone No. 459-5200 to 30 loc. 416

Email address: legalservice.dot@gmail.com

Other Information:

The winning bid however, 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.

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 23-Feb-2018

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