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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4870757
Procuring Entity DEPARTMENT OF TOURISM
Title SEMINAR ON COMPTENCY-BASED HUMAN RESOURCE SYSTEM (Nov. 27-29, 2017, January 29-31 & February 26-28, 2018)

Area of Delivery

Solicitation Number:	2017-10-0318	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Hotel and Lodging and Meeting Facilities	Document Request List	0
Approved Budget for the Contract:	PHP 984,600.00		
Delivery Period:		Date Published	13-Oct-2017
Client Agency:		Last Updated / Time	13-Oct-2017 00:00 AM
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	Closing Date / Time	17-Oct-2017 14:00 PM

Description

TERMS OF REFERENCE

I. PROJECT/ACTIVITY: PROCUREMENT OF SERVICES OF DOT-ACCREDITED HOTEL ESTABLISHMENT TO PROVIDE ACCOMMODATION AND MEALS IN CONNECTION WITH THE CONDUCT OF SEMINAR ON COMPETENCY-BASED HUMAN RESOURCE SYSTEM ON NOVEMBER 27-29, 2017, JANUARY 29-31, 2018 AND FEBRUARY 26-28, 2018 IN MAKATI AREA

II. SPECIFIC REQUIREMENTS:

A. Standard Hotel Accommodation (Twin-Sharing) :

P3,800.00/room x 7 rooms (for the ROs) x 4 nights x 3 runs:

1st run - Nov.26-30, 2017

2nd run - January 28- Feb. 1, 2018

3rd run - February 25- March 1, 2018 = P 319,200.00

P3,800.00/room x 7 rooms x 3 nights = 79,800.00

4th run - March 25-28, 2018

P3,800.00/pax x 2 rooms (for the speakers) x 2 nights

x 3 runs (November 2017, January 2018, February 2018) = P 45,600.00

= P 444,600.00

(Note: Open to special arrangement in case the number of participants of the same sex is not met. Likewise, the hotel is open for cancellation of room booking once not occupied by the participants)

- Check-in Time: 12:00 noon of November 26, 2017, January 28, 2018, February 25, 2018, and March 25, 2018
- Check- out Time: 12 noon of November 30, 2017; February 1, 2018; March 1, 2018

B. Meals (AM & PM snacks, Buffet Lunch and Buffet Dinner)

P1,500.00/pax x 40 pax x 9 days = P 540,000.00

Total ABC = P 984,600.00

C. Inclusions:

- Free use of function/seminar room good for 40 pax
- Free flowing coffee and tea
- Pads and pens
- LCD projector
- Basic sound system with at least two microphones

III. TERMS OF PAYMENT

Government procedure will apply.

IV. CONTACT PERSON: Jerlie S. Ganiga

Tel. No. 459-5200 to 30 loc. 114

RECOMMENDING APPROVAL:

ELEANOR A. PALIMA

OIC, Training & Devt. Division

APPROVED/DISAPPROVED:

ROLANDO CAÑIZAL

Undersecretary for Administration and Special Concerns

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 Permit
2. PHILGEPs' Registration Number
3. BIR latest annual Income Tax Return
4. Omnibus Sworn Statement duly notarized 2017
5. Valid DOT Accreditation certificate

PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE

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. 890-0189/ 459-5200/30 loc. 110

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA ANDRIN ROMANES

Date Created 12-Oct-2017

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