



REQUEST FOR QUOTATION

BAC - RFQ NP-LOV NO. 2023-03-007

Pursuant to Section 53.10 (Lease of Real Property or Venue) of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), the Department of Tourism (DOT) - Bids and Awards Committee (BAC) would like to invite you to submit a quotation for the Lease of Venue with Provision of Meals and for the conduct of **"NEW EMPLOYEES ORIENTATION SEMINAR (NEOS) WITH FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE)"** on **04-11 June 2023** in Makati Area. The total Approved Budget for the Contract (ABC) is **Four Hundred Fifty-Seven Thousand Fifty Pesos Only (PhP457,050.00)**, inclusive of all applicable taxes.

Please see attached Terms of Reference (**Annex A**) for more details.

Please submit your quotation along with the documentary requirements listed below to **Ms. Andrea J. Oca**, DOT-BAC Secretariat, 4th Floor, Procurement Management Division, DOT Building, No. 351 Sen. Gil Puyat Avenue, Makati City, and/or send it via email ajoca@tourism.gov.ph and procurement@tourism.gov.ph on or before **24 March 2023** at **02:00 p.m.** Bids that are late or unsigned will not be accepted.

Documentary Requirements to be submitted together with the Price Quotation/Proposal:

1. Mayor's/Business Permit
(In case of recently expired Mayor's/Business Permit, please attached the recently expired Mayor's/Business Permit together with the Official Receipt for renewal)
2. PhilGEPS Registration Number
3. Latest Annual Income/Business Tax Returns
4. DOT Accreditation Certificate

ASEC. REYNALDO L. CHING
DOT - BAC Chairperson

21 March 2023



TERMS OF REFERENCE

(For Seminar Venue, Meals and Accommodation Requirements)

- I. **PROJECT** : **NEW EMPLOYEES ORIENTATION SEMINAR WITH FILIPINO BRAND OF SERVICE EXCELLENCE**
- II. **DATE OF IMPLEMENTATION** : **04 – 10 JUNE 2023**
- III. **MINIMUM REQUIREMENTS FOR SUPPLIER:**

- Must be a DOT- Accredited hotel establishment;
- Must be able to provide seminar venue and meals for 35 employees and resource person/s, including room accommodation for the TDD Secretariat, Regional participants and Central Office personnel who are residing in CALABARZON, Region III and other areas within 50-Kilometer Radius;
- Must be able to provide a big Function Room that will allow participants to do some activities and is pillar-free; can accommodate 40 pax; and
- Must be in Makati only, near DOT. Please note that the project proponent prefers the nearest venue (walking distance to and from DOT).

IV. **SCOPE OF WORK/DELIVERABLES:**

TRAINING VENUE WITH MEALS AND ACCOMMODATION:

Training Venue Package – PhP229,350.00

Inclusions:

- ✓ Use of big Function Room with Registration Table for the secretariat with Rostrum
- ✓ Provision of free flowing coffee/ tea from 7:00 am – 6:00 pm with Stable Free Wi-Fi access
- ✓ Audio Visual Equipment with dedicated technician
- ✓ LED Projector/Wide Screen; Standard Audio/PA System with at least 2 microphones
- ✓ Free use of Whiteboard with Markers; and provision of Pens and Pads
 - **Meals**
Five (5) Breakfast/ Five (5) Lunch/ Five (5) Dinner
PhP220.00/meal x 3 = PhP660.00/pax
PhP660.00 x 33 x 5 Days = **PhP108,900.00**
 - **Accommodation**
Ten (9) twin-sharing (i.e. 2 beds) hotel room accommodation
PhP2,200.00 per room x 9 rooms x 6 Nights = **PhP118,800.00**
Check – in: June 04, 2023
Check – out: June 10, 2023

V. **APPROVED BUDGET FOR THE CONTRACT:**

Four Hundred Fifty-Seven Thousand Fifty Pesos (PhP457,050.00) inclusive of applicable tax.

VI. **CONTACT PERSON:**

Mr. Joseph R. Pastrana (Training and Development Division)
Contact No.: 459-5200 to 5230 Local 426
Email Address: jrpastrana@tourism.gov.ph / tdd@tourism.gov.ph

Prepared by:


JOSEPH R. PASTRANA
Administrative Officer III

Noted by:


WILSON J. TELIG
Chief Administrative Officer
Training and Development Division

