



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9630020
Procuring Entity DEPARTMENT OF TOURISM
Title Training Venue with Meals and Accommodation and Transportation Package for the Conduct of Powerful Presentation and Public Speaking on 20-21 July 2023 in Tagaytay City

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-03-204	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	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	02/04/2023
Approved Budget for the Contract:	PHP 245,136.00	Last Updated / Time	02/04/2023 00:00 AM
Delivery Period:		Closing Date / Time	05/04/2023 09:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

MINIMUM REQUIREMENTS FOR SUPPLIER

For Training Venue:

- must be a DOT accredited hotel establishment;
- must be able to provide seminar venue and meals for 40 employees and resource person/s, including room accommodation for the TDD Secretariat, Regional participants and Central Office.
- must be able to provide a bid function room that will allow participants to do some activities and with no obstruction (pillar-free), can accommodate 40 pax and
- must be in Tagaytay only

For transportation:

- must be a DOT- accredited transportation service;
- must be able to transport 40 employees, TDD Secretariat and resource persons;

SCOPE OF DELIVERABLES:

Lot 1.

Training Venue with Meals and Accommodation

Inclusions:

- use of bid function room with registration table for the secretariat with rostrum
- provision of free flowing coffee/ tea from 7am - 6pm with stable free wifi access
- standard ambient light of venue preferable shade of white
- properly sanitized venue
- audio visual equipment with dedicated technician
- LED projector/ wide scree; standard audio/pa system with at least 2 microphones
- free use of whiteboard with markers; and provision of pens and pads

MEALS:

- 2 breakfasts/ 2 lunch/ 2 dinner

ACCOMMODATION

- twenty (20) twin-sharing (i.e. 2 beds) hotel room accomodation
- check-in July 20, 2023
check-out - July 21, 2023

Lot 2.

Transportation

Inclusions:

- 1 unt of air-conditioned bus with driver for 40 pax
- properly sanitized interior
- with charging port
- audio system with microphone for announcement
- toll fees for skyway/ expressway

* July 20, 2023 (etd 5:30 am - eta 7:00 am) - from DOT Central Office Makati City to Tagaytay City

* July 21, 2023 (etd 6:00 pm - eta 7:30 pm) - from Tagaytay City to DOT Central Office Makati City

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:

Address of the Bidder/Company:

Title of the Project:

RFQ No. 2023-03-208

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 05 April 2023 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 01/04/2023

