



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10116962
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Ground Handling Services of Venue, Meals, Accommodation and Van Rental (CORON, PALAWAN)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-09-588	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	09/09/2023
Approved Budget for the Contract:	PHP 458,080.00	Last Updated / Time	09/09/2023 00:00 AM
Delivery Period:		Closing Date / Time	12/09/2023 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

The Service Provider shall meet the following minimum requirements:

1. Must be philGEPS-registered;
2. Must be willing to provide services on a send-bill arrangement
3. Accommodation must be DOT-accredited
4. Venue is encouraged to the same as the accommodation of the 36 pax and must be located in Coron, Palawa

FUNCTION REQUIREMENT

-Whole day use of Function Room that can comfortably accommodate 36 pax banquet or classroom type meeting set up following the health and safety protocol for October 16 to 19, 2023 (8am to 5pm)

- Meals for 36 pax
Breakfast - October 16 to 20
AM Snacks - October 16 to 20
Lunch - October 16 to 20
PM Snacks - October 16 to 19
Dinner - October 16 to 19

- Free flowing coffee and tea

- Bottled water per person
- Registration table near the entrance of the function venue
- Secretariat table inside the venue for easier facilitation
- Must have the following basic function requirements:
 - * Strong internet connection - capable of providing reasonable connection to participants
 - * podium for speakers
 - * basic sound system with functional wireless microphones for speakers and at least 2 additional microphone with stand for participants situated at the middle of the function room
 - * projector screen/s and LCD projector/s appropriate to the size and setup in the venue
 - * pencils/pens and pads setup in the tables of participants
 - * designated IT/Technical personnel to assist during the seminar with at least one (1) back-up laptop as support to the secretariat

ACCOMODATION REQUIREMENT

- 5days/4 nights accommodation stay with breakfast for 36 pax

6 pax-single room
30 pax double sharing

check-in 16 October 2023
check-out 20 October 2023

- Van service of DOT personnel (36 pax) from airport to hotel and vice versa and will also be used for the site inspection of properties for October 19, 2023

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 2023-09-588

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,

RFQ No. 2022-10-158

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 11 September 2023 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 08/09/2023

