



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10143559
Procuring Entity DEPARTMENT OF TOURISM
Title Service Provider for the conduct of PTHCD Program: Industry Meeting and Linkages with FBSE Trainers

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-09-608	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	2
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	19/09/2023
Approved Budget for the Contract:	PHP 171,900.00	Last Updated / Time	19/09/2023 00:00 AM
Delivery Period:		Closing Date / Time	22/09/2023 10:00 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

PTHCD Program: Industry Meeting and Linkages with FBSE Trainers

Target Participants:

- a. 41 face-to-face participants comprising of FBSE Maste, Core and Regional Trainers, Facilitators, DOT Officials and Secretariat Personnel
- b. 35 Online participants

Date/ Period Covered:
27 September 2023

MINIMUM REQUIREMENT:
-Must be flexible to make adjustments in schedules, if necessary

SCOPE OF WORK, COVERAGE AND DELIVERABLES

- A. Transportation
1 DOT accredited van (whole day rental) to be used for transporting Resource Persons and Facilitators, as well as moving training materials and equipment from the DOT Makati Office to the event location, vice versa.

B. Venue and Technical Requirements

1. Use of a function room in a DOT accredited establishment preferably within Makati area
2. Registration and Secretariat tables with chairs for 3 persons
3. Basic sound system with at least four (4) wireless microphones
4. Pads, pencils, and mints
5. Use of Wi-fi with stable internet connection for zoom conferencing
6. Provide Zoom platform/webinar subscription for the virtual/online participants
7. Provide and set-up LED projector screen
8. Technical crew, equipment and materials for the zoom conferencing with audience interaction/engagement, such as but not limited to two (2) cameras with control booth and broadcast standard quality equipment
9. Coordinate with venue prior to event for the technical set-up
10. Any excess mbps internet requirement more than the venue allowance will be for the account of the service provider

C. MEAL REQUIREMENTS

1. Meals for 41 pax to include AM and PM Snacks and Buffet Lunch
2. Free flowing coffee, tea and drinking water for the duration of the event (Menu to be submitted to OIMD for choice of food to be served)

D. OTHERS

- Standby banquet staff for the duration of the event
- Provision for sign stands
- Ingress and egress
- Complimentary car coupons for participants

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. 2023-09-608

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 IN A SEALED ENVELOPE on or before 22 September 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 18/09/2023

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