Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	10365027
Procuring Entity	DEPARTMENT OF TOURISM
Title	Ground Handling Services for the COnduct of DOT-DMW Memorandum of Understanding (MOU) Signing
Area of Delivery	

Solicitation Number:	RFQ NP-SVP No. 2023-11-740	**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:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 453,522.00	**Document Request List**	0
Delivery Period:			
Client Agency:		**Date Published**	27/11/2023
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	**Last Updated / Time**	27/11/2023 00:00 AM
		Closing Date / Time	30/11/2023 10:00 AM

Description

MINIMUM REQUIREMENTS FOR BIDDERS
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must have rendered services preferably with DOT or other government agencies
- Start-up companies/ organizations are welcome but have been in the business for at least two (2) years
- Preferably located in NCR
- Must be willing to provide services on a send bill arrangement

SCOPE OF WORK

A. Provide TRANSPORT SERVICES
2 units
December 4, 2023 - within Makati and Metro Manila
Capacity: at least 12 pax

Remarks: to transport secretariat, guests, media and supplies and materials needed for the event

B. Venue Rental for the MOU Signing
Inclusive Date: December 4, 2023
Particulars:
- Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
- Must include the following services and amenities at the function room:
* Holding Room
- At least 1 Wireless Microphone and 3 wired microphones
- 10 Floral Centerpiece
- Reserved Parking slots for VIPS
- Led wall (9ft x 12ft)
- Stage and Podium
- Complimentary conference Wi-fi access
- Basic lights and Sound System
- Janitorial and Engineering Services
- Sign Stands
Capacity: 100 pax
Remarks: Round-table; with long table and 6 chairs for the MOU signing

C. Meals
December 4, 2023
Lunch: 35 pax (meals for the secretariat, media and OFW/TOs)
Heavy Snacks: 100 pax (meals for all attendees)

D. Other Requirements
Conference Kits:
Tote bags - 70 pieces
Clip Board for the signing: 6 pieces
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. 2023-11-420

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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 30 November 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by   Norjannah P Lucman

Date Created   26/11/2023

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