



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10879159
Procuring Entity DEPARTMENT OF TOURISM
Title Orientation for the Directors and Regional Focal Person for the Philippine Tourism Awards (PTA) 2024 on 29 to 31 May 2024

Area of Delivery

Solicitation Number: RFQ NP-SVP No. 2024-05-0177	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	22/05/2024
Approved Budget for the Contract: PHP 407,480.00	Last Updated / Time	22/05/2024 00:00 AM
Delivery Period:	Closing Date / Time	27/05/2024 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

Target Impeementation Date: May 2024

The Service Provider (prospective bidder) shall meet the following minimum requirements:

- Must be PhilGEPS registered
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.
- Must be willing to provide services on a send bill arrangement
- Accommodation must be DOT-accredited
- Venue must be the same as accommodation of the 54 pax and must be located in Manila or Makati City

a. Function Requirement

- i. Whole dat use of Function Room that can comfortably accommodate 80 oax banquet or classrom meeting set up following the health and safety protocols for May 30, 2024, 8am to 5pm
- ii. Free flowing coffee and tea
- iii. Registration table near the entrance of the function venue.

- iv. Secretariat table inside the venue for easier facilitation
- v. 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 microphones with stand for participants situated at the middle of the function room
 - Projector screen/s and LC projects/s appropriate to the size and setup in the venue
 - Pencils/pens and pads up in the tables of participants
 - Designated IT/technical personnel to assist during the seminar with at least 1 backup laptop support to the secretariat

b. Accommodation requirement

2 nights accommodation stay with breakfast for 54 pax:
check-in: 29 May 2024
check-out: 31 May 2024

c. Meals

29 May 2024 - 54 pax - AM snacks, Lunch, PM snacks and Dinner
30 May 2024 - 54 pax - AM snacks, Lunch, PM snacks and Dinner
31 May 2024 - 54 pax - AM snacks, Lunch, and PM snacks

d. VAN TRANSPORTATION

3 vans for pickup/drop off on 29 May and 31 May 2024.

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. 2024-05-0177

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In addition to the Proposal/Quotation (with breakdown), 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 27 May 2024, 10:00m. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 21/05/2024

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