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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5506412
Procuring Entity DEPARTMENT OF TOURISM
Title Capacity Building/Training for DOT Region X (Sept. 10-14)
Area of Delivery Cagayan

Solicitation Number:	2018-07-0183 (2nd Posting)	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	21/07/2018
Approved Budget for the Contract:	PHP 375,363.00	Last Updated / Time	21/07/2018 00:00 AM
Delivery Period:	5 Day/s	Closing Date / Time	25/07/2018 10:00 AM
Client Agency:			
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. PROJECT: CAPACITY BUILDING / TRAINING FOR DOT Region X
Sept 10– 14, 2018

II. BACKGROUND

The Capacity Building/Training activity is one of the Tourism Investment Promotion Activities in 2018 of PIED. The activity will train the participants on how to prepare a tourism investment portfolio, including monetary and technical expertise necessary as well as equip the participants with the skills on how to pitch their tourism development projects.

III. PROCUREMENT REQUIREMENTS

A. HOTEL FUNCTION ROOM WITH MEALS FOR CONFERENCE AND BREAK OUT ROOMS FOR WORKSHOP
ABC: Php 234,953.00

Date for the use of function rooms and banquet service: 2018 (5 days) 10 –14 September

Total no of pax: 80 pax

Number of invitees: 70 pax

Resource speakers: 6 speakers

DOT main: 3 personnel

DOT Reg. X:i personnel

Duration of the event per day: 9 am to 6 pm

Venue: Hotel function room that can accommodate 100 pax and located in Cagayan De Oro City

Minimum Requirements:

- a) Must be accredited by the Department of Tourism
 - b) Must be located in an area accessible from the airport
 - c) Must be willing to provide services on a send-bill arrangement
- Scope of Work I Deliverables:

Must provide a function room with banquet service meals (lunch with am and pm snacks); free flowing coffee, tea and water; as well as the following: screen, projector, rostrum, microphones for the speaker and audience for question and answer portion, stage with a couch set-up for the open forum.

B. HOTEL ACCOMMODATION AND DINNER MEALS FOR THE DOT PERSONNEL AND SPEAKERS

ABC: Php 120,800.00

Date of check-in 10 Sept 2018

Date of check-out 14 Sept. 2018

No. of rooms: 5 rooms

Minimum Requirements:

- a) Must be accredited by DOT (preferably where the event will be conducted)
- b) With free breakfast
- c) Airport transfers (arrival and departure)
- d) Four dinner meals for 7 pax
- e) Breakfast meal of 7 pax upon arrival if arriving before the start of the event on the first day

C. TOKENS FOR THE SPEAKERS AND DOT MAIN GUESTS ABC: Php 9,093.00

Minimum Requirements:

- a) Native goodies/delicacies abundant and identity of the Region

D. SUPPLIES AND MATERIALS / TRAINING KITS ABC: Php 10,517.00

Minimum Requirements for 80 pax:

- a) Nylon string bags
- b) Personalized Lanyard for ID Lace
- c) ID Holder
- d) Ballpens
- e) Notebooks / writing pads

IV. PURPOSE AND OBJECTIVES:

- a) To equip the participants of the technical know-how in preparing a tourism investment portfolio;
- b) To help the participants find potential investors as partners! developers of their properties into tourism-related projects;
- c) To impart skills in pitching to include power point presentation

V. TOTAL BUDGET: Php 375,363.00

A. Hotel Function Room with Meals for Conference and Break Out Rooms for Workshop =
Php 234,953.00

B. Hotel Accommodation and Dinner Meals for the DOT Personnel and Speakers =
Php 120,800.00

C. Tokens for the Speakers and DOT Main Guests = Php 9,093.00

E. Supplies and Materials! Training Kits = Php 10,517.00

VI. PROJECT OFFICER f CONTACT PERSON:

MARIA CONSUELO E. MONTORO

Project and Investment Evaluation Division Tel no- 459-5200 loc.106

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Teresita Romanes at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. DOT Accreditation Certificate

Deadline for the submission of Bid: on or before July 25, 2018 10:00 am

Created by TERESITA ANDRIN ROMANES
Date Created 20/07/2018

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