



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5809888  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROFESSIONAL DRIVERS DEVELOPMENT PROGRAM (TRAINING/WORKSHOP)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-11-0364	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	16/11/2018
<b>Approved Budget for the Contract:</b>	PHP 115,650.00	<b>Last Updated / Time</b>	15/11/2018 08:29 AM
<b>Delivery Period:</b>	2 Day/s	<b>Closing Date / Time</b>	19/11/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com		

#### Description

TERMS OF REFERENCE  
(Training/Workshop Package)

I. PROJECT: PROFESSIONAL DRIVERS DEVELOPMENT PROGRAM

II. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-Accredited Tourism Enterprise
- Must be willing to provide services on a send-bill arrangement
- Must be able to provide transportation for twenty-five (25) person from Makati to Subic Area, Zambales to Makati.
- Must be able to provide meals and accommodations for twenty-five (25) persons.
- Must be able to provide a Function Room that can accommodate twenty-five (25) pax to be used from 7:00AM to 7:00PM

III. SCOPE OF WORK/DELIVERABLES

LIVE-IN TRAINING/SEMINAR PACKAGE IN SUBIC BAY/ZAMBALES AREA ON ON NOVEMBER 23-24, 2018

- a.) Participants : DOT Central and Regional Offices  
b.) No. of Pax : 25 pax

A. TRANSPORTATION REQUIREMENT

□ ONE (1) UNIT AIR CONDITIONED BUS  
Transportation (DOT-Subic /Subic- DOT)  
Bus Hire (Participant's Transport)  
November 23, 2018 – DOT Makati – Subic  
November 24, 2018 – Subic – DOT Makati

**B. ACCOMMODATION REQUIREMENT**  
Room Accommodation & Training Venue Package

a. Live In seminar package – November 23, 2018  
Including accommodations -Thirteen (13) Twin Sharing Rooms for  
- 20 Participants  
- 2 Facilitators  
- 3 Trainors/Speakers

Live out seminar package – November 24, 2018

Inclusions:  
-Meals (Lunch, AM/PM Snack, Dinner)

November 23, 2018 – AM Snack  
Lunch  
PM Snack  
Dinner

Breakfast (the following day)  
November 24, 2018 AM Snack  
Lunch  
PM Snack

Dinner (Take Out)  
-Use of Function Room w/ Rostrum/ Registration Table/ two (2) microphones and free flowing coffee/tea  
- Free WI-FI access.  
- Audio Visual Equipment (with dedicated technician for the duration of the event – November 23-24,2018)  
-LED Projector/Wide Screen  
-Standard Audio/PA system

**IV. APPROVED BUDGET FOR THE CONTRACT:**

ONE HUNDRED FIFTEEN THOUSAND SIX HUNDRED FIFTY PESOS ONLY (P115,650.00)  
inclusive of applicable taxes

Note:

**ACCOMMODATION:**

- Open to special arrangements in case number of participants of the same sex is not met.
- The hotel should be open for cancellation of room booking once not occupied by the participants.

**MEALS:**

- Billing for meals to be incurred on November 7, 2018 will be based on actual number of pax.

**CONTACT PERSONS: ALFREDO A. EVANGELISTA/JOSEPH PASTRANA**

Training and Development Division  
Telephone: 459-5200 to 5230 local 427

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

\*\*\*\*\*  
\*\*\*\*\*

**Other Information**

**REQUIRED VALID DOCUMENTS TO BE SUBMITTED:**

1. Current Mayor's / Business Permit
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the solicitation number) addressed to Mr. Felicisimo E. Maximo at the Department of Tourism Building, # 351 Sen. Puyat, Makati City.

**Created by** FELICISIMO EVANGELISTA MAXIMO

**Date Created** 14/11/2018

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2018 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;



6. *Select one, delete the rest:*

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *[Name of Bidder]* did not give or pay directly or indirectly, and commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

***[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant***

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, \_\_\_\_\_. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, *[date issued]*, *[place issued]*  
IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.