



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4990961
Procuring Entity DEPARTMENT OF TOURISM
Title OTSR STRATEGIC PLANNING WORKSHOP (December 15, 2017)
Area of Delivery

Solicitation Number: 2017-11-0390	Status	Pending
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: Hotel and Lodging and Meeting Facilities		
Approved Budget for the Contract: PHP 63,000.00	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	24-Nov-2017
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	Last Updated / Time	23-Nov-2017 07:52 AM
	Closing Date / Time	28-Nov-2017 14:00 PM

Description

TERMS OF REFERENCE

I. PROJECT TITLE
OTSR STRATEGIC PLANNING WORKSHOP

II. BACKGROUND

The strategic planning workshop of the Office of Tourism Standards and Regulation (OTSR) is scheduled on December 15, 2017. It involves the officers and staff of the two divisions PIED and SMED. The workshop is a capacity building activity which aims to attune and prepare the officers and staff on the OTSR's programs for next year.

III. PROCUREMENT REQUIREMENT

HOTEL FUNCTION ROOM WITH MEALS FOR THE WORKSHOP
 ABC: PHP 63,000.00
 Date for the use of function room and banquet service: December 15, 2017
 Number of Invitees: 21 pax
 Duration of the event: 8am to 5pm
 Venue: Hotel function room in Manila/Pasay/Makati City
 5 Star hotel category or its equivalent

Minimum Requirements:

a) Must be accredited by DOT

- b) Must be located in Manila/Pasay/Makati City
- c) Willing to provide services on a send-bill arrangement

Scope of Work/ Deliverables:

Must provide a function room with banquet service - meals (am and pm snack, and lunch), free flowing coffee, tea and water; as well as the following: screen, projector, rostrum, and stage / set-up for the workshop.

VII. PROJECT OFFICER/CONTACT PERSON:

Marites Ballester

Tel: 4595200 loc 106/ 8900216

Mobile: 0921-4412215

Other Information

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.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's Permit
2. PHILGEPs' Registration Number
3. BIR latest annual Income Tax Return (2016)
4. Omnibus Sworn Statement duly notarized 2017
5. Valid DOT Accreditation certificate

PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to

Ms. Teresita A. Romanes at the Department of Tourism

#351 Sen. Gil Puyat Avenue, Makati City

Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA ANDRIN ROMANES

Date Created 23-Nov-2017

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