



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5924939  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** DOT Consultative Workshop with the Private Sector Stakeholders on Wellness-January 10-11, 2019

#### Area of Delivery

<b>Solicitation Number:</b>	2018-12-0418	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	20/12/2018
<b>Approved Budget for the Contract:</b>	PHP 960,000.00	<b>Last Updated / Time</b>	19/12/2018 11:28 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	26/12/2018 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425  t_romanesh@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

##### I. BIDDER/PROJECT

Event Organizer who specializes in providing accommodation, workshop package, meals, transportation and support facilities for the "Consultative Workshop with the Private Sector Stakeholders on Wellness Tourism in the Philippines"

##### II. BACKGROUND

No. of Estimate Participants: 74 pax  
 Date: January 9-12, 2019 (inclusive of arrival & departure dates)  
 Venue: NCR and Environs

##### III. OBJECTIVES

- To raise national awareness of the DOT's thrust and program for health and wellness tourism through generation of potential new players and providers in the industry
- To generate possible strategies in developing new products/services in line with wellness tourism
- To match the product/services with the market based on the contributed information/data and updates of the private sector stakeholders

##### IV. MINIMUM REQUIREMENTS

- Must be DOT - Accredited and PHILGEPS Member
- Willing to provide services on a send-bill arrangement (government procedure)
- Specializes in handling VIP guests and participants

##### V. SCOPE OF WORK

## 1. Accommodation (inclusive of buffet breakfast) for guests/speakers and regional participants:

## ACCOMMODATION NO. OF NIGHTS NO. OF ROOMS

Deluxe-Single Occupancy 1 12  
 Deluxe-Double Occupancy 3 15

## 2. Function Room, including physical set-up/design and meals

## FUNCTION ROOM AND MEALS NO. OF DAYS NO. OF PAX

Meals (AM snacks, Buffet Lunch, PM snacks during the activity proper, Day 2) 1 74  
 Buffet Dinner (Day 1) 1 31  
 Buffet Dinner (Day 2) 1 53  
 Function Room (Day 2-Activity proper) 1 75 pax (minimum capacity)

## 3. Technical Facilities (for the activity proper on Day 2)

- LCD projector
- Broadband Internet
- Microphone (wired)
- Electricity charges (for laptop)
- Support supplies

## 4. Transportation Requirement

## DAY QTY ROUTE TYPE OF VEHICLE

Day 1 & Day 4 (Arrival & Departure) 1 Airport-Hotel-Airport Van  
 Day 3 – Product Audit 2 NCR & Suburbs Coaster

## 5. Event Coordinator

## DAY NO. OF PAX LOCATION TYPE

Day 1 & Day 4 (Arrival/Departure of Participants/Guests) 1 Airport Transportation  
 Day 1 (Buffet Dinner) 1 Hotel Activity Proper/Product Audit

## VI. BUDGET ESTIMATE

Bid Price Ceiling is NINE HUNDRED SIXTY THOUSAND PESOS (PhP 960,000.00) inclusive of applicable taxes/charges to cover the above-mentioned expenses in connection with the said activity.

The payment for the services shall be based on a send-bill arrangement, after certification by the end-user of satisfactory completion of services and will proceed upon receipt of the invoice.

Winning bid should be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid is within the approved budget allotted.

## VII. CONTACT PERSONS

## REGIELYN CARREON DAYAG

Project Officer  
 Office of Product and Market Development-Medical Travel and Wellness Tourism  
 Tel. No. (02) 459-5200 loc. 508  
 Cp# 0906-225-7537  
 Email: regiecarreon2015@gmail.com

## ERNESTO SORIA TESTON

Market Officer  
 Office of Product and Market Development-Hong Kong Market  
 Tel. No. (02) 459-5200 loc. 504  
 Cp# 0945-370-7248  
 Email: ernieteston@tourism.gov.ph

**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/Business Permit/BIR Cert of Registration (Individual)
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income Tax Return or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

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 A. ROMANES

**Date Created** 19/12/2018

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