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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5631957
Procuring Entity DEPARTMENT OF TOURISM
Title 2nd Posting TRAINING AND SEMINAR ON MS EXCEL 2013 AND MS POWERPOINT 2013 - September 19-21, 2018

Area of Delivery

Solicitation Number:	2018-09-0256	Status	Active
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:	Education and Training Services	Document Request List	0
Approved Budget for the Contract:	PHP 260,000.00	Date Published	13/09/2018
Delivery Period:		Last Updated / Time	13/09/2018 00:00 AM
Client Agency:		Closing Date / Time	17/09/2018 10:00 AM
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: TRAINING AND SEMINAR ON MS EXCEL 2013 AND MS POWERPPPOINT 2013
 II. DATE: SEPTEMBER 19 - 21, 2018

III. SPECIFIC REQUIREMENTS:

1) Training package of Php10,400.00 per participant x 25 =P260,000.00

Inclusions:

- Trainer's Fee and Honorarium
- Training Venue and Facilities
- Complete set of Computers (25 Units)
- Venue/Hotel must be DOT Accredited
- SME must be a Gold Partner of Microsoft Courses
- Manuals
- Training Materials:
 - Ballpen
 - Pencil
 - Writing Papers
- Meals:
 - Morning and afternoon snacks
 - Lunch with Drinks
 - Flowing coffee/tea and drinking water

2) Location: Within Makati Area

Total ABC =P260,000.00
(Inclusive of VAT)

IV. TERMS OF PAYMENT

Government Procedure (on a send-bill arrangement)

V. CONTACT PERSON: JOSEPH R. PASTRANA

Tel. No. 459-5200 to 30 loc. 427

Email: pastranajoseph@gmail.com

SUBMITTED BY: RECOMMENDING APPROVAL:

WILSON J. TELIG DIRECTOR VERNIE V. MORALES
Chief, Training and Development Division Administrative Service

APPROVED/DISAPPROVED:

ATTY. REYNALDO L. CHING
OIC, Undersecretary
Administration and Special Concerns

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. Original or certified true copy of duly notarized Omnibus Sworn Statement

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 12/09/2018

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