



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5943300
Procuring Entity DEPARTMENT OF TOURISM
Title 2nd Posting Seminar-Workshop on Basic Records and Archives Mgt. and Records Disposition Administration (February 20-22, 2019)

Area of Delivery

Solicitation Number:	2018-12-0431	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	05/01/2019
Approved Budget for the Contract:	PHP 368,000.00	Last Updated / Time	04/01/2019 17:23 PM
Delivery Period:		Closing Date / Time	08/01/2019 10:00 AM
Client Agency:			
Contact Person:	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
 Seminar-Workshop on Basic Records and Archives Management and Records Disposition Administration (February 19-22, 2019)

LOT I. ACCOMMODATION, SEMINAR VENUE AND MEALS

I. SPECIFICATIONS:

No. of Pax: 37 pax
 Provider must be DOT Accredited Hotel/Travel Agency/Tour Operator
 Area: Bagac, Bataan

II. ACCOMMODATION, FUNCTION ROOMS, AND MEALS:

Quadruple Occupancy (37 pax)
 PhP 8,400/pax (4 days/3 nights) x 37 pax = PhP 310,800.00
 *Full banquet meals for 4 days included

III. INCLUSIONS:

- Seminar venue/function room for three (3) days
- Three (2) Set Breakfast/ Three (3) Set Lunch/ Three (3) Set Dinner
- White boards, LCD projector, sounds system, rostrum and microphones
- Writing materials, eraser, pencils and pens
- Flowing coffee, tea and drinking water during the duration of the seminar
- Use of swimming pool and beach area
- Use of beach facilities
- Guided heritage tour

- Provision for parking area
- All taxes and service charge

LOT II. TRANSPORTATION

I. SPECIFICATIONS:

1 unit (49-seater Bus)

No. of participants: 37 pax

Provider must be DOT Accredited

Area: Bagac, Bataan

Land transfer from DOT-Makati Office to:

Pick-up DOT-Makati Office/Drop-off Bagac, Bataan

February 19, 2019 (6:00 p.m.)

Pick-up Bagac, Bataan/Drop-off DOT-Makati Office

February 22, 2019 (1:00 p.m.)

Bus : PhP 57,200.00/unit = PhP 57,200.00

II. INCLUSIONS

- 49-seater air-conditioned bus
- Equipped with audio/video entertainment/wifi
- Driver's fee, fuel, driver's meal and passenger insurance
- Toll and parking fee
- Bus to stay for the duration of the seminar
- MAPSA Permit

III. TERMS OF PAYMENT

Government Procedure

IV. TOTAL BUDGET:

Accommodation, Seminar Venue and Meals = PhP 310,800.00

Transportation (Bus Rental) = PhP 57,200.00

TOTAL = PhP 368,000.00

V. CONTACT PERSON: SHIRLEY B. ABAD

Trunkline: 459-5200 local 427

Email: abadshirley@yahoo.com

Prepared by: Recommending Approval:

WILSON J. TELIG VERNIE V. MORALES

Chief, Training and Development Division Director, Administrative Service

Approved/Disapproved:

ATTY. REYNALDO L. CHING

OIC-Undersecretary, Administration

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 04/01/2019

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