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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5538367
Procuring Entity DEPARTMENT OF TOURISM
Title First Meeting of the MICE Roadmap Sub-Working Groups (August 13 and 17, 2018)
Area of Delivery

Solicitation Number:	2018-08-0194	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:	Hotel and Lodging and Meeting Facilities	Document Request List	0
Approved Budget for the Contract:	PHP 99,000.00		
Delivery Period:		Date Published	04/08/2018
Client Agency:		Last Updated / Time	04/08/2018 00:00 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	Closing Date / Time	07/08/2018 14:00 PM

Description

FIRST MEETING OF THE MICE ROADMAP SUB-WORKING GROUPS
13 and 17 August 2018, 08:00am – 05:00pm

TERMS OF REFERENCE
Venue Requirement

Background

The development of the Philippine MICE Industry Roadmap is a project initiated by the Philippine Association of Convention/ Exhibition Organizers and Suppliers Inc. (PACEOS), in partnership with the Department of Tourism (DOT), and the Department of Trade and Industry-Board of Investments (DTI-BOI).

Recognizing MICE as one of the priority products as identified in the National Tourism Development Plan (2016 – 2022), the DOT together with DTI-BOI, and PACEOS have entered into a Memorandum of Agreement for the preparation and implementation of a Philippine MICE Industry Roadmap. Through the said MOA, the DOT has been requested to: (1) provide support through conceptualization, organization, and conduct of Focus Group Discussions/consultation; and (2) provide direction on the priority areas for tourism development to be included in the roadmap and for which MICE activities will be promoted.

During the first half of 2016, series of Focus Group Discussions were conducted and identified vital information on MICE industry's contribution to the economy, the status of MICE in the country, and ways of moving forward.

The MICE Roadmap was presented to the stakeholders from different fields, such as the trade and tourism industries, national government agencies, and mass media during the Trade and Industry Development (TID) Updates of the

DTI-BOI held in November 2017, and was subsequently launched last 18 January 2018.

To successfully achieve the targets of the roadmap, four sub-working groups need to be created, to wit: (1) Policy and Governance; (2) Infrastructure; (3) Human Resource; and (4) Marketing. These sub-working groups shall be composed of government agencies and private organizations working together in crafting specific action plans.

As a next step, the sub-working group needs to be convened to develop a work plan outlining specific action plans for their respective sub-working group. The following schedules were agreed for the 1st sub-working group meetings:

Date / Time Sub-working Group
 13 August 2018 / 08:30 AM – 12:00 NN Policy and Governance
 13 August 2018 / 02:00 PM – 05:00 PM Infrastructure
 17 August 2018 / 08:30 AM – 12:00 NN Human Resource
 17 August 2018 / 02:00 PM – 05:00 PM Marketing

In this regard, the DOT is in need of a DOT Accredited Establishment as venue of the said meeting.

Requirement: DOT Accredited Hotel Establishment

The said DOT Accredited Hotel Establishment located within the Central Business District Area of Makati City shall provide the following requirements in connection with the conduct of the 1st Sub-working group meetings:

Must include the following services and amenities at the function room:

- U-Shape set-up
- AM Snacks and Lunch for 45 pax
- Free flowing coffee/ tea
- Mint candies/ chips
- LCD Projector and screen
- Wi-Fi Internet Connection
- Waiter service on stand-by
- Technical person on stand-by

Approved Budget for the Contract: Php2,200 x 45 pax = Php99,000
 Inclusive of all applicable taxes

Contact Person: Ms. Rochelle Ann Eneria
 Policy Formulation and International Cooperation Division
 459 52 00 local 514 or 506
 pdot.pficd@gmail.com / rceneria@gmail.com

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/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate

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 03/08/2018

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