



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5506320  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Venue, Meals and Van Rental (Consultation Program for the UNWTO Framework Convention on Tourism Ethics)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-07-0182	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 138,000.00		
<b>Delivery Period:</b>	1 Day/s	<b>Date Published</b>	21/07/2018
<b>Client Agency:</b>		<b>Last Updated / Time</b>	21/07/2018 00:00 AM
<b>Contact Person:</b>	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	<b>Closing Date / Time</b>	25/07/2018 10:00 AM

#### Description

Venue, Meals and Van Rental for the Consultation Program for the UNWTO Framework Convention on Tourism Ethics 06 August 2018

#### TERMS OF REFERENCE

##### I. Background

The Consultation Program on the UNWTO Framework Convention on Tourism Ethics is a mechanism put into action in order to facilitate the endorsement of ratification for the recently approved Convention. The program aims to solicit the support of the multi-sectoral stakeholders of the tourism industry and take note of their concerns and perceived implications of the Convention. The program is scheduled for seven (7) priority destinations, namely: Baguio City;

Coron, Palawan; Kalibo, Aklan; Naga, Camarines Sur; Tagbilaran, Bohol; Davao City; and Metro Manila. The consultation period will last from April to June 2018.

## II. Items / Services

### • Venue and Meals

- Free use of function room good for 50 pax (06 August 2018)
- Provision of AM snack and lunch (to present menu options to end user)
- Provision of free flowing coffee and tea
- Provision of registration area (foyer)
- Provision of LED/LCD Projector setup
- Provision of Sound System with minimum of three (3) wireless microphones
- Must be a DOT Accredited 5 Star Hotel / Serviced Residence
- Venue within Makati CBD or Manila Bay Area

### • Van Hire

- One (1) unit Service Van (06 August 2018)
- Shuttle service for secretariat to and from event venue (within Metro Manila)
- inclusive of fuel, driver's fee and meals, and all applicable charges

III. Total Amount for the Project: Php 138,000.00

## IV. Other Requirements:

- Must be a DOT Accredited Travel and Tours Operator / Hotel

## V. Payment: Government Procedure

## VI. Contact Details:

Mr. Jaime Victor Bayhonan  
Policy Formulation and International Cooperation Division  
459-5200 to 30 local 514  
pdot.pfcd@gmail.com, jv.bayhonan@tourism.gov.ph

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Teresita Romanes at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

## PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate 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 (see attached form)
5. DOT Accreditation Certificate

Deadline for the submission of Bid: on or before July 25, 2018 10:00 am

**Created by** TERESITA ANDRIN ROMANES

**Date Created** 20/07/2018

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