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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5597470
Procuring Entity DEPARTMENT OF TOURISM
Title Harmonized Gender and Development Guidelines for Tourism Workshop for DOT-GFPS (October 16-18, 2018)

Area of Delivery

Solicitation Number: 2018-08-0226	Status	Active
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	31/08/2018
Approved Budget for the Contract: PHP 858,000.00	Last Updated / Time	31/08/2018 00:00 AM
Delivery Period:	Closing Date / Time	04/09/2018 14:00 PM
Client Agency:		
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
(Training/Workshop Package)

I. PROJECT: HARMONIZED GENDER AND DEVELOPMENT GUIDELINES FOR TOURISM WORKSHOP FOR DOT-GFPS

II. PURPOSE/OBJECTIVES:

The Department of Tourism-GAD Focal Point System (DOT-GFPS) is in need of the services of a DOT-accredited tourism enterprise in Coron, Palawan engaged in the business of providing transport, accommodation and training/seminars.

The capacity-building activity aims to increase the level of competency of the GFPS members and in assessing the Department's efforts in mainstreaming GAD in its major programs and projects.

III. BACKGROUND:

1. Training/workshop package

- a.) Participants : DOT-Main and Regional GFPS
- b.) No. of Pax : 40 pax
- c.) Training Period/Venue : October 16-18, 2018

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-Accredited Tourism Enterprise
- Must be willing to provide services on a send-bill arrangement
- Function Room that can accommodate Forty (40) pax to be used from 7:00AM to 7:00PM on October 16-18, 2018

V. SCOPE OF WORK/DELIVERABLES

A. THREE (3) UNITS VAN HIRE within CORON, PALAWAN

- October 15, 2018 – Airport to Hotel (whole day rental)
- October 19, 2018 – Hotel to Airport (whole day rental)

B. FOUR (4) OVERNIGHT ACCOMMODATION WITH MEALS

- Twenty (20) Twin-Sharing Rooms with buffet breakfast
- Check in October 15, 2018/Check out October 19, 2018

C. MEALS and VENUE SET-UP

VENUE SET-UP

- Physical arrangement/set-up
 - Herringbone or Fishbone style
- Provision of the following amenities/equipment:
 - Use of LCD Projector and Wide Screen
 - Tarpaulin Backdrop (if necessary)
 - Basic Sound/PA System
 - Dedicated Technician for the whole duration of event
 - Outlets/extension cords for laptops
 - Podium/Rostrum with 2-3 microphones
 - Registration Table
 - Provision of pads and pencils
 - Provision of free flowing coffee, tea and candy mints and chips during the seminar
 - Tokens for the participants

MEALS

- October 15, 2018 (based on the actual number of pax)
 - A La Carte Dinner
- October 16, 2018 (40 pax)
 - Buffet Lunch
 - AM/PM Snacks
 - Buffet Dinner
- October 17, 2018 (40 pax)
 - Buffet Lunch
 - AM/PM Snacks
 - Buffet Dinner
- October 18, 2018 (40 pax)
 - Buffet Lunch
 - AM/PM Snacks
 - Buffet Dinner

VI. APPROVED BUDGET FOR THE CONTRACT:

EIGHT HUNDRED FIFTY EIGHT THOUSAND PESOS ONLY (P858,000.00)
inclusive of applicable taxes

Note:

- Open to special arrangements in case number of participants of the same sex is not met.
- The hotel should be open for cancellation of room booking once not occupied by the participants.
- Billing for meals to be incurred on October 15 will be based on actual number of pax.

VII. TERMS OF PAYMENT

Payment terms shall follow the usual government procedure

VIII. CONTACT PERSON:

SUSAN S. NAGTALON / DIMPLE A. SANTOS
DOT-GAD Secretariat
Telephone: 459-5200 to 5230 local 409/410

NOTE: The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

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 30/08/2018

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