



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5629880
Procuring Entity DEPARTMENT OF TOURISM
Title 2nd Posting RECOGNITION and APPRECIATION of RETIREES EVENT - September 20, 2018
Area of Delivery

Solicitation Number:	2018-09-0255	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 180,000.00		
Delivery Period:		Date Published	13/09/2018
Client Agency:		Last Updated / Time	13/09/2018 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	17/09/2018 10:00 AM

Description

TERMS OF REFERENCE
 Recognition and Appreciation of Retirees Event
 September 20, 2018

I. SPECIFICATIONS

Total No. of Pax: 100 pax
 Guaranteed Pax: 100 pax

II. PREFERRED VENUE: MAKATI

III. REQUIREMENTS FOR THE BANQUET REQUIREMENTS (VENUE AND FOOD):

- Can accommodate at least 100 persons with tables and chairs
- Can provide registration table, rostrum/podium, floral décor for tables, name cards for VIP tables
- Can provide welcome drinks for 100 persons during the event
- Can waive corkage fees
- Can provide catering services/meals for at least 100 persons during the event
- Submission of proposed menu and food-tasting
- Provision of Event Services and Banquet Team on standby during the set up and event proper
- Provision of basic housekeeping personnel and security
- Whole day for ingress and 2 hours for egress
- Can provide complimentary car passes
- Can provide lights and sounds, band entertainment equipment, PA system, LCD projector and screen
- DOT Accredited and 5 Star Hotel

IV. Total Budget: P 180, 000.00

V. TERMS OF PAYMENT: Government Procedure

VI. CONTACT PERSON: Ms. Conchita G. Jocson/ Ms. Juvy A. Abaroa
Human Resource Division
Tel. No. 459-5200 Loc. 408

RECOMMENDING APPROVAL:

VERNIE V. MORALES
Director, Administrative Service
APPROVED/DISAPPROVED

ATTY. REYNALDO L. CHING
OIC-Undersecretary for 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
4. 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 12/09/2018

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