



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5086101  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Function Venue and Meals Workshop of OTSR and Third Assessors and Industry -February 2, 2018-Tentative)

#### Area of Delivery

<b>Solicitation Number:</b>	2017-12-0442	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	29-Dec-2017
<b>Approved Budget for the Contract:</b>	PHP 94,000.00	<b>Last Updated / Time</b>	29-Dec-2017 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04-Jan-2018 14:00 PM
<b>Client Agency:</b>			
<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		

#### Description

##### TERMS OF REFERENCE

Annual Post-Assessment Evaluation Workshop for Third Party Assessors and Industry Partners for the Data Collation and Insight Gathering for the Refinement of the National Accommodation Standards

##### FUNCTION VENUE AND MEALS REQUIREMENT (Tentative Date: February 08, 2018)

##### Objectives

To provide venue for the Third Party Assessors and Industry partners to share to DOT accommodation industry trends, updates and concerns and become inputs for the refinement of the National Accommodation Standards

##### Minimum Requirements for Bidders

Must be DOT-accredited hotel within Metro Manila, preferably in Makati area  
 Must be willing to provide services on a send bill arrangement

##### Deliverables

Seminar Venue in banquet set-up, exclusive use of minimum of eight (8) hours  
(February 02, 2018\*, 10:00am to 06:00pm)

- Air-conditioned function room that can accommodate guaranteed 15-20 pax
- Meal Package of Lunch and PM snacks during the workshop
- Dinner hosting for TPAs Industry Partners and OTSR personnel
- Complimentary use of Projector and White Screen
- Provision of notepads and use of flipcharts
- Complimentary WiFi Access  
(with strong connection-capable of providing connection for 15-20pax)
- Use of at least three (3) microphones and sound system
- Free flowing coffee and tea
- Provision of candies and nuts during the workshop
- Complimentary parking

\*Note: Tentative workshop date is February 02, 2018, final date is subject to availability/confirmation of Third Party Assessors to make a quorum.

Budget Estimate : Ninety Four Thousand Pesos only (P 94,000.00)

Function Venue and Meals of Workshop Attendees  
P2,500.00 x 20 pax P 50,000.00

Dinner for Workshop Attendees  
P2,200.00 x 20 pax P 44,000.00

The winning bid however, 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.

Terms of Payment : Government Procedure (Send-bill Arrangement)

Contact Person/s : Ms. Charm Dalisay/Ms. Maris Claustro  
459-5200 loc. 216 / dot.smed@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 Permit
2. PHILGEPs' Registration Number
3. BIR latest annual Income Tax Return (2016)
4. Omnibus Sworn Statement duly notarized 2017
5. Valid DOT Accreditation certificate

PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE

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** 28-Dec-2017

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