



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

[Help](#)

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5847177  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** TISP Year-end Meeting by Office Industry Manpower Division  
**Area of Delivery**

<b>Solicitation Number:</b>	2018-11-0383	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	26/11/2018
<b>Approved Budget for the Contract:</b>	PHP 821,627.00	<b>Last Updated / Time</b>	26/11/2018 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	29/11/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 t_romanesh@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE: Tourism Industry Skills Program Year-End Meeting. Conducted by the Office Industry Manpower Development.

II. DATE: December 5 - 8, 2018

##### III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- MUST BE A DOT ACCREDITED ENTITY

##### IV. SPECIFICATIONS FOR HOTEL

##### FUNCTION ROOM and HOTEL ACCOMMODATION

- 10 hours rental of function room from 07:00AM – 5:00PM on Dec. 06, 2018 with buffet lunch, and AM - PM snacks.
- 3 hours rental of function room from 6:00PM – 9:00PM on Dec. 06, 2018 with buffet dinner.
- DOT Accredited Hotel located in Pasay or Parañaque City
- Fast WIFI - internet connectivity
- Twenty one (21) double standard accommodation w/ breakfast for 4 days and 3 nights for the period of Dec. 5 - 8, 2018
- With microphone and LCD for presentations (P.A. System)
- With table arrangement/set-up plus registration table for the secretariat
- One (1) Complimentary double standard accommodation w/ breakfast for 4 days and 3 nights for the period of Dec. 5 - 8, 2018
- Transfer from Airport – Accommodation (vice versa)

##### V. SPECIFICATIONS FOR TECHNICAL TOUR

## DATE PLACE/VENUE REQUIREMENTS

December 7, 2018

(Friday) Within

Metro Manila • Half day - National Museum of Natural History

• No. of participants – 50pax

• Pick-up and Drop-off at Hotel Accommodation.

• Tour Inclusions:

o DOT Accredited Bus (for 50pax)

o Meals (snacks and packed lunch for 350 pax for partnered institution and DOT Staff and buffet dinner for 50 pax at restaurant near the area of tour itinerary)

o Bottled water

o Tour Guides

o All entrance fees

o All parking fees

o All city permits

o Driver meals

o Passenger insurance

## VI. SPECIFICATIONS FOR PLAQUES

Production of Plaque based on the attached design/layout

\*Quantity: 7pcs of the attached design with text

\*Specifications:

1. Materials: Glass (Base and Body)

2. Dimensions:

8 Inches (W) – Body

6 Inches (H) – Body

0.5 Inches (Thickness) - Body

6.5 Inches (W) – Base

1.5 Inches (H) – Base

3. Color: Multi-Color

4. Design: OIMD: TISP Logo with text (as shown in the attached layout)

5. Packaging: Individual Box with bubble wrap inside

## VII. SPECIFICATIONS FOR OFF-SESSION MEALS

DATE MEAL

December 5, 2018 BUFFET DINNER

## VIII. PROGRAM OVERVIEW

December 5, 2018 Arrival of DOT Regional Offices

• Transfer of pax from airport - hotel

Pre-Workshop Meeting - Dinner

December 6, 2018 Program Proper (Year-End Meeting)

• Hotel Function Room (10 hours)

• Buffet lunch and AM-PM snacks

• Buffet dinner

December 7, 2018

Technical Tour

09:30 AM: Intramuros Lights and Sounds

10:30 AM: National Museum of Natural History

12:30 PM – 3:00 PM: Christmas Party for our partnered institution

3:00 PM: Go back to Hotel

7:00 PM: Buffet Dinner

December 8, 2018 Departure of DOT Regional Offices

• Transfer of pax from hotel - airport

## IX. APPROVED BUDGET FOR THE CONTRACT:

EIGHT HUNDRED FORTY TWO THOUSAND SIX HUNDRED TWENTY SEVEN PESOS ONLY

(PHP 842,627.00)

## X. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

• The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by DOT-END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-END USER.

• The WINNING BIDDER shall hold in confidence all information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved materials except to those persons entrusted/authorized by DOT-END USER.

## IX. CONTACT PERSON:

Marc Ramiro R. Ortiz Luis  
Project Officer, OIMD  
(02) 459 – 5200 loc. 214

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

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 A. ROMANES

**Date Created** 24/11/2018

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.