



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5571792  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Training of Performance Monitoring and Evaluation  
**Area of Delivery** Cagayan

<b>Solicitation Number:</b> 2018-08-0210	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b> PHP 330,232.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 4 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	18/08/2018
<b>Contact Person:</b> Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph	<b>Last Updated / Time</b>	18/08/2018 00:00 AM
	<b>Closing Date / Time</b>	22/08/2018 10:00 AM

#### Description

TERMS OF REFERENCE for the  
Training on Performance Monitoring and Evaluation  
29 August — 01 September 2018, Cagayan De Oro City, Philippines

1. Accommodation Requirements: Php 158,400.00  
(Double/Twin-Sharing) (Php 5,280/Day X 10 Rooms X 3 Nights)  
Type of Accommodation : Hotel/Resort  
Check-In 29 August 2018  
Check-Out 01 September 2018  
Occupancy Double/Twin Sharing  
No. of Rooms Ten (10) Rooms  
Location of Accommodation Within Cagayan De Oro City  
Inclusions Breakfast with Wi-Fi connection  
Complimentary use of Business Center  
Must be a DOT Accredited Establishment

2. Meals and Venue Rental: Php 136,800.00

**2.1. Buffet Lunch and AM/PM Snacks (29-31 August 2018)**

Php 1,150 X 17 pax X 3 days Php 58,650.00

**2.2. Dinner (29-31 August 2018)**

Php 650 X 17 pax X 3 days Php 33,150.00

**2.3. Function Room**

Php 15,000 X 3 Days Php 45,000.00

**Inclusions:**

Use of LCD projector and screen and laptops

Basic PA Sound System (e.g. microphone, speakers, and etc.)

Complimentary use of Business Center

**3. Ground Transportation: Php 35,032.00**

Two (2) Units of Van

(Php 4,379 X 2 Units X 4 days) Php 35,032.00

Service Vehicle during the event in CDO

Inclusive of the Meals of the Driver

Inclusive of Fuel and other expenses such as toll and parking fees

**4. TOTAL BUDGET: Php 330,232.00**

5. Tour Operator must be DOT Accredited

6. Payment Procedure: Government Procedure

7. Contact Person:

Jim Ray R. Bagsic (Mr.)

Planning Officer II

Monitoring Division of Planning Service

Tel. No. (02) 459-5200 to 30 ext. 620

Email: baqsicjimray@gmail.com; dot.planningservice@gmail.com

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 by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Maria Alma Almazan 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)
4. DOT Accreditation Certificate

Deadline for the submission of Quotation: on or before August 22, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 17/08/2018

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