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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5929215
Procuring Entity DEPARTMENT OF TOURISM
Title Seminar-Workshop on Basic Records and Archives Mgt. and Records Disposition Administration (February 20-22, 2019)

Area of Delivery

Solicitation Number: 2018-12-0425	Status	Pending
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: Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract: PHP 368,000.00	Date Published	21/12/2018
Delivery Period:	Last Updated / Time	20/12/2018 15:14 PM
Client Agency:	Closing Date / Time	26/12/2018 14:00 PM
Contact Person: 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
Seminar-Workshop on Basic Records and Archives Management and Records Disposition Administration (February 19-22, 2019)

LOT I. ACCOMMODATION, SEMINAR VENUE AND MEALS

I. SPECIFICATIONS:

No. of Pax: 37 pax
Provider must be DOT Accredited Hotel/Travel Agency/Tour Operator
Area: Bagac, Bataan

II. ACCOMMODATION, FUNCTION ROOMS, AND MEALS:

Quadruple Occupancy (37 pax)
PhP 8,400/pax (4 days/3 nights) x 37 pax = PhP 310,800.00
*Full banquet meals for 4 days included

III. INCLUSIONS:

- Seminar venue/function room for three (3) days
- Three (2) Set Breakfast/ Three (3) Set Lunch/ Three (3) Set Dinner
- White boards, LCD projector, sounds system, rostrum and microphones
- Writing materials, eraser, pencils and pens
- Flowing coffee, tea and drinking water during the duration of the seminar
- Use of swimming pool and beach area
- Use of beach facilities
- Guided heritage tour

- Provision for parking area
- All taxes and service charge

LOT II. TRANSPORTATION

I. SPECIFICATIONS:

1 unit (49-seater Bus)
 No. of participants: 37 pax
 Provider must be DOT Accredited
 Area: Bagac, Bataan
 Land transfer from DOT-Makati Office to:
 Pick-up DOT-Makati Office/Drop-off Bagac, Bataan
 February 19, 2019 (6:00 p.m.)
 Pick-up Bagac, Bataan/Drop-off DOT-Makati Office
 February 22, 2019 (1:00 p.m.)
 Bus : PhP 57,200.00/unit = PhP 57,200.00

II. INCLUSIONS

- 49-seater air-conditioned bus
- Equipped with audio/video entertainment/wifi
- Driver's fee, fuel, driver's meal and passenger insurance
- Toll and parking fee
- Bus to stay for the duration of the seminar
- MAPSA Permit

III. TERMS OF PAYMENT

Government Procedure

IV. TOTAL BUDGET:

Accommodation, Seminar Venue and Meals = PhP 310,800.00
 Transportation (Bus Rental) = PhP 57,200.00
 TOTAL = PhP 368,000.00

V. CONTACT PERSON: SHIRLEY B. ABAD

Trunkline: 459-5200 local 427
 Email: abadshirley@yahoo.com

Prepared by: Recommending Approval:

WILSON J. TELIG VERNIE V. MORALES

Chief, Training and Development Division Director, Administrative Service

Approved/Disapproved:

ATTY. REYNALDO L. CHING

OIC-Undersecretary, Administration

Other Information

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

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)
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above PhP500K)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. Valid DOT accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

Created by TERESITA A. ROMANES

Date Created 20/12/2018

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.

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