



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5610049
Procuring Entity DEPARTMENT OF TOURISM
Title Seminar/Workshop on 2017 Revised Rules on Administrative Cases in the Civil Service (September 20-21, 2018)

Area of Delivery

Solicitation Number:	2018-09-0239	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Hotel and Lodging and Meeting Facilities	Bid Supplements	0
Approved Budget for the Contract:	PHP 113,800.00		
Delivery Period:		Document Request List	0
Client Agency:			
		Date Published	05/09/2018
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	Last Updated / Time	05/09/2018 00:00 AM
		Closing Date / Time	10/09/2018 16:00 PM

Description

TERMS OF REFERENCE

I. PROJECT

Seminar/Workshop on 2017 Revised Rules on Administrative Cases in the Civil Service to be held on September 20 to 21, 2018 in Makati City

II. PURPOSE / OBJECTIVE

- Procurement of services of a tour operator or hotel to provide 2 room accommodation for 3D2N, function room and meal requirements for 35 pax

III. MINIMUM REQUIREMENTS

- Must be DOT accredited service provider
 - Willing to provide services on a send bill arrangement

IV. SCOPE OF DELIVERABLES

i. Use of Function Room with Banquet of a Hotel in Makati City
 2-day workshop, 8:00AM to 6:00PM on September 20 to 21
 -with AM snacks, lunch buffet and PM snacks
 -shall comfortably accommodate 35 pax
 -auditorium style set-up
 -free flowing of coffee, tea and mints
 -pads and pencils

-two (2) microphones
-use of podium, sound system, projector, projection screen, whiteboard and marker
-WiFi access

ii. Meal Requirements for 35 pax

September 20 AM snacks Lunch (managed buffet) PM snacks

September 21 AM snacks Lunch (managed buffet) PM snacks

iii. 2 Double Occupancy Room for 2 Nights w/ Complimentary Breakfast and Dinner

Check-in September 20 - Plated dinner

September 21 Breakfast buffet Plated dinner

Check out September 22 Breakfast buffet -

V. APPROVED BUDGET OF THE CONTRACT (ABC)

- Php 113,800.00

VI. TERMS OF PAYMENT

- Government procedure

VII. PROJECT OFFICERS

Contact Persons : Alex Cruz or Justine Rico

Office : Legal Affairs Service

4thflr, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 416

Email Address : legalservice.dot@gmail.com

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed above total budget.

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 04/09/2018

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.