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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4729845
Procuring Entity DEPARTMENT OF TOURISM
Title T.O.R. LAUNCH OF THE FILIPINO BRAND OF SERVICE
Area of Delivery Metro Manila

Solicitation Number:	2017-08-0227	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	2
Category:	Hotel and Lodging and Meeting Facilities	Date Published	15-Aug-2017
Approved Budget for the Contract:	PHP 150,000.00	Last Updated / Time	15-Aug-2017 00:00 AM
Delivery Period:		Closing Date / Time	18-Aug-2017 15:00 PM
Client Agency:			
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		

Description

TERMS OF REFERENCE

Seminar Package

I. PROJECT: LAUNCH OF THE FILIPINO BRAND OF SERVICE

II. BACKGROUND

- A. Participants : Industry Stakeholders
- B. No. of participants : 150 pax
- C. Date : September 11, 2017
- D. Time : 8:00am to 2:00pm

III. PURPOSE/OBJECTIVES

The Office of Industry Manpower Development (OIMD) is in need of the services of an accommodation facility

engaging in the business of providing seminar package in connection with the conduct of the Launch of the Filipino Brand of Service Excellence Workshop on September 11, 2017.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- A. Must be DOT-Accredited.
- B. Must have a De luxe classification.
- C. Must have a 150 pax capacity function room with WIFI access, audio-visual equipments and amenities.
- D. Must be willing to provide services on a send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

DATE : September 11, 2017

PLACE/ VENUE : Manila or Makati area

REQUIREMENTS :

- Function room with set-up (8:00am – 2:00pm)
- backdrop tarpaulin
- round table set-up
- pencils and pads
- podium with 2 microphones
- Stage set-up
- 5 extra microphones
- sound system
- 2 LCD projectors with projection screens
- WIFI access
- free flowing coffee and tea
- Meals
- Filipino themed plated lunch with AM snacks with 1 round of either soft drink or iced tea

VI. BUDGET FOR THE CONTRACT:

ONE HUNDRED FIFTY THOUSAND PESOS (P 150, 000.00)

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

VII. PROJECT OFFICER/CONTACT PERSON

MS. SARAH MARIE S. GEMANIL/ MR. RYAN N. SEBASTIAN

Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 loc. 205

Email: dot.otsr@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
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. 890-0189/ 459-5200/30 loc. 110

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA ANDRIN ROMANES

Date Created 14-Aug-2017

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