



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5297344  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Venue-Farm Tourism Regional Consultative Workshop-May 3, 2018  
**Area of Delivery**

<b>Solicitation Number:</b> 2018-04-0132	<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>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Hotel and Lodging and Meeting Facilities	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 120,000.00		
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	18/04/2018
<b>Contact Person:</b> 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	<b>Last Updated / Time</b>	18/04/2018 00:00 AM
	<b>Closing Date / Time</b>	23/04/2018 10:00 AM

#### Description

##### TERMS OF REFERENCE

Project Title: Farm Tourism Regional Consultative Workshop  
 Date : May 3, 2018  
 No. of Pax : 100

##### REQUIREMENTS:

- Function Room that can accommodate one hundred (100) pax with clean and descent facilities
- AM and PM Snacks
- Buffet-typed of lunch
- Free use of projector and LCD wide screen
- Free use of whiteboard with marker and eraser
- Complimentary pads and pencils
- Use of basic audio-visual equipment: PA system with 4 microphones
- Provision of registration table for the secretariat
- Provision of cold drinking water
- Free flowing coffee and tea
- Free use of WIFI to all participants
- Availability of rostrum for the speakers
- Free parking tickets for participants during the forum
- Provision of signage/lobby posting

**MINIMUM REQUIREMENTS FOR BIDDERS:**

- Must be PHILGEPS Accredited
- Must be DOT Accredited and/or application for accreditation is on process
- Must be located within the National Capital Region (Makati City Area)
- Must be willing to provide services on a send bill arrangement

**BUDGET ESTIMATE:**

Php 120,000.00 Total amount quoted should be inclusive of Tax

Prepared by:

LEAH M. RASONABE  
Tourism Operations Officer II

**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) 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 annual Income/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 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

**Created by** TERESITA ANDRIN ROMANES

**Date Created** 17/04/2018

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