



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 5278620
Procuring Entity: DEPARTMENT OF TOURISM
Title: The Future of Tourism Work: Getting Ready for the 4th Industrial Revolution Tourism Workshop and Summit
Area of Delivery: Metro Manila

Solicitation Number:	2018-04-0121 (2nd Posting)	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Hotel and Lodging and Meeting Facilities	Document Request List	0
Approved Budget for the Contract:	PHP 264,000.00	Date Published	11/04/2018
Delivery Period:	2 Day/s	Last Updated / Time	11/04/2018 00:00 AM
Client Agency:		Closing Date / Time	16/04/2018 10:00 AM
Contact Person:	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		

Description

TERMS OF REFERENCE

(Training/Workshop Package)

I. PROJECT: The Future of Tourism Work: Getting Ready for the 4th Industrial Revolution Tourism Workshop and Summit

II. BACKGROUND

a) Participants/Attendees

Individuals and Organizations/Institutions representing various sector in the tourism industry

b) No. of Pax: 120 pax

c) Date/Period Covered: April 26, 2018

d) Venue/Location: Makati or Manila

III. PURPOSE/OBJECTIVES

Generate awareness and understanding on the opportunities and challenges posed by the advancement of

technology.

Identify tourism jobs and skills to be affected by the 4th Industrial Revolution and necessary interventions to prepare tourism workers.

Recommend action plan to be adopted by government, business enterprises and academe that will be responsive and relevant to industry needs.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

Must be a DOT-Accredited Hotel with at least 4-star classification or its equivalent

Hotel located within Makati or Manila area.

Must be willing to provide services on a send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

1. CONFERENCE PACKAGE

Meal Requirements:

Buffet Lunch for 120 pax inclusive of one (1) round of drinks

AM and PM Snacks for 120 pax

Free flowing coffee and tea during the event

Venue and Set-up:

One (1) Function Room that can accommodate 150 pax

Use of Function Room will be from 8:00AM to 6:00PM on April 26, 2018 (exclusive of ingress/egress)

Provision of the following amenities/equipment:

Registration Table for four (4) secretariat

Use of LCD Projector / LED Wide Screen

- Tarpaulin Backdrop (if necessary)

PA System

Dedicated Technician for the whole duration of event

Podium/Rostrum and six (6) microphones

Six (6) Flipcharts for breakout sessions

Pad and Pencils

Candy mints

At least 20 Complimentary parking coupons for the DOT officials/attendees

Physical arrangement/set-up

1. Herringbone setup and Breakout Rooms

Other requirements:

Provision of one (1) complimentary room for 1 night for OIMD Secretariat (check-in April 25 / check-out April 26)

VI. APPROVED BUDGET FOR THE CONTRACT:

TWO HUNDRED SIXTY-FOUR THOUSAND PESOS (Php 264,000.00)

inclusive of applicable taxes

VII. PROJECT OFFICER/CONTACT PERSON

MARIAN B. OBISPO

Manpower Planning and Monitoring Division

Office of Industry Manpower Development

Email: marian_obispo@yahoo.com.ph

Telephone numbers: 459-5200 to 5230 local 218

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. MELANIE CLAIRE P. SINGZON 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. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. DOT Accreditation Certificate

Deadline for the submission of Bid: April 16, 2018 10:00 am

Created by Maria Alma O Almazan
Date Created 10/04/2018

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