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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5784751
Procuring Entity DEPARTMENT OF TOURISM
Title PMD STRATEGIC PLANNING WORKSHOP-November 15-18, 2018
Area of Delivery

Solicitation Number:	2018-11-0352	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	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	08/11/2018
Approved Budget for the Contract:	PHP 182,809.00	Last Updated / Time	08/11/2018 00:00 AM
Delivery Period:		Closing Date / Time	12/11/2018 10:00 AM
Client Agency:			
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

I. PROJECT TITLE: Procurement Management Division Strategic Planning Workshop

II. BACKGROUND:

No. of Pax : 12 pax

Date of Travel : November 15-18, 2018

Destination : Dumaguete and Siquijor

III. PURPOSE/OBJECTIVE:

The Philippine Department of Tourism (PDOT) is in need of the services of a local tour operator in the Philippines engaged in the business providing tour packages or its components and handling or coordinating arrangements for such. The Strategic Planning and Team building is aimed at attaining the following objectives:

- To enhance the process of Procurement Management Division including the BAC Secretariat;
- To have an update on Implementing Rules and Regulation of R.A 9184;
- To have discussion on procurement modality;
- To formulate a strategic planning
- To foster camaraderie and accord among the team.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS:

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

V. SCOPE OF WORK/DELIVERABLES

Room Accommodation - 4Days/3Nights (12pax)

7 Standard room (good for 2pax)

Check-in: November 15, 2018 - Afternoon/Evening

Check-out: November 18, 2018 - Morning/ Afternoon

Full-board meals (3 breakfasts, 3 luncheons, 3 dinners, 3 morning snacks and 2 afternoon snacks) with one round of standard drinks per meal and snack.

Planning Venue (November 16, 2018)

Use of LCD projector and white screen

Basic Sound/ PA System

Podium/Rostrum with 2-3 microphones

Dedicated technician for the whole duration of the event

Provision of free flowing coffee, tea and candy mints and chips during the seminar

Provisions of pads and pencils

Cooperating and collaborative activities for the participants (November 17 and November 18, 2018 (half day))

VI. BUDGET

ONE HUNDRED EIGHTY TWO THOUSAND EIGHT HUNDRED NINE PESOS (Php 182,809.00)

VII. CONTACT PERSON

Contact Person : Ms. Melanie Singzon

Address : 4F DOT Bldg. 351 Sen. Gil Puyat Avenue, Makati City

Contact No. : (+632) 459-5200 loc. 424

E-mail Address: : mcsingzon@tourism.gov.ph

NOTE : The winning bid shall be determined based on the proposal with the most advantageous financial package cost that the amount of bid does not exceed the 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. Latest annual Income Tax Return or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

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 A. ROMANES

Date Created 07/11/2018

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