



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5606408  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** TRAINING AND SEMINAR ON MS EXCEL 2013 AND MS POWERPOINT 2013 - September 19-21, 2018

#### Area of Delivery

<b>Solicitation Number:</b> 2018-09-0237	<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>Category:</b> Education and Training Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b> PHP 260,000.00		
<b>Delivery Period:</b>	<b>Document Request List</b>	0
<b>Client Agency:</b>		
	<b>Date Published</b>	04/09/2018
<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>	04/09/2018 00:00 AM
	<b>Closing Date / Time</b>	07/09/2018 10:00 AM

#### Description

##### TERMS OF REFERENCE

I. PROJECT: TRAINING AND SEMINAR ON MS EXCEL 2013 AND MS POWERPPPOINT 2013  
 II. DATE: SEPTEMBER 19 – 21, 2018

##### III. SPECIFIC REQUIREMENTS:

1) Training package of Php10,400.00 per participant x 25 =P260,000.00

##### Inclusions:

- Trainer's Fee and Honorarium
  - Training Facilities
  - Complete set of Computers (25 Units)
  - Manuals
  - Training Materials:
    - Ballpen
    - Pencil
    - Writing Papers
  - Meals:
    - Morning and afternoon snacks
    - Lunch with Drinks
    - Flowing coffee/tea and drinking water
- 2) Location: Within Metro Manila

Total ABC =P260,000.00  
(Inclusive of VAT)

IV. TERMS OF PAYMENT  
Government Procedure (on a send-bill arrangement)

V. CONTACT PERSON: JOSEPH R. PASTRANA  
Tel. No. 459-5200 to 30 loc. 427  
Email: pastranajoseph@gmail.com

SUBMITTED BY: RECOMMENDING APPROVAL:

WILSON J. TELIG DIRECTOR VERNIE V. MORALES  
Chief, Training and Development Division Administrative Service

APPROVED/DISAPPROVED:

ATTY. REYNALDO L. CHING  
OIC, Undersecretary  
Administration and Special Concerns

**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** 03/09/2018

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