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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5968703
Procuring Entity DEPARTMENT OF TOURISM
Title Seminar Workshop on Basic Rewards & Archives Management and records Disposition Administration (February 19-22, 2019)

Area of Delivery

Solicitation Number:	2019-01-0009	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
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	22/01/2019
Approved Budget for the Contract:	PHP 449,000.00	Last Updated / Time	21/01/2019 14:55 PM
Delivery Period:		Closing Date / Time	25/01/2019 14:00 PM
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

Seminar-Workshop on Basic Records and Archives Management and Records Disposition Administration (February 19-22, 2019)

LOT I. ACCOMMODATION, SEMINAR VENUE AND MEALS

I. SPECIFICATIONS:

No. of Pax: 40 pax
 Provider must be DOT Accredited Hotel/Travel Agency/Tour Operator
 Area: Nasugbu, Batangas

II. ACCOMMODATION, FUNCTION ROOMS, AND MEALS:

Twin Sharing Accommodation (40 pax)
 PhP 3,700.00 x 3 nights x 20 rooms = PhP 222,000.00
 *Buffet breakfast meals included

Full-board Meals (AM Snacks, Buffet Lunch
 PM Snacks and Buffet Dinner = PhP 182,000.00

III. INCLUSIONS:

- Seminar venue/function room for four (4) days
- Three (3) Set Breakfast/ Four (4) AM Snacks/ Four (4) Managed Buffet Lunch/ Four (4) PM Snacks/Three (3) Managed Buffet Dinner
- White boards, LCD projector, sounds system, rostrum and microphones
- Writing materials, eraser, pencils and pens
- Inclusive of free flowing coffee, tea and drinking water during the duration of the seminar
- Use of swimming pool and/or beach area and facilities

- Access of wifi and internet connection
- Guided resort tour
- Provision for parking area
- All taxes and service charge

LOT II. TRANSPORTATION

I. SPECIFICATIONS:

1 unit (49-seater Bus)

No. of participants: 45 pax

Provider must be DOT Accredited

Area: Nasugbu, Batangas

Land transfer from DOT-Makati Office to:

Pick-up DOT-Makati Office/Drop-off Nasugbu, Batangas

February 19, 2019 (6:00 a.m.)

Pick-up Nasugbu, Batangas/Drop-off DOT-Makati Office

February 22, 2019 (6:00 p.m.)

Bus : PhP 45,000.00/unit = PhP 45,000.00

II. INCLUSIONS

- 49-seater air-conditioned bus
- Equipped with audio/video entertainment/wifi
- Driver's fee, fuel, driver's meal and passenger insurance
- Toll and parking fee
- Bus to stay for the duration of the seminar
- MAPSA Permit

III. TERMS OF PAYMENT

Government Procedure

IV. TOTAL BUDGET:

Accommodation, Seminar Venue and Meals = PhP 404,000.00

Transportation (Bus Rental) = PhP 45,000.00

TOTAL = PhP 449,000.00

V. CONTACT PERSON: SHIRLEY B. ABAD

Trunkline: 459-5200 local 427

Email: abadshirley@yahoo.com

Prepared by: Recommending Approval:

WILSON J. TELIG VERNIE V. MORALES

Chief, Training and Development Division Director, Administrative Service

Approved/Disapproved:

ATTY. REYNALDO L. CHING

OIC-Undersecretary, Administration

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	21/01/2019

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