



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7695425  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV  
**Title** Seminar on Disaster Risk Reduction and Management on June 9 - 11, 2021 in Sta. Cruz, Laguna  
**Area of Delivery** Laguna

<b>Solicitation Number:</b>	DOT IV-A-05-2021-028	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	17/05/2021
<b>Approved Budget for the Contract:</b>	PHP 141,000.00	<b>Last Updated / Time</b>	17/05/2021 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	24/05/2021 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jhera Javier San Valentin Administrative Officer IV Brgy. Halang, National Highway Calamba City Laguna Philippines 4027 63-49-5080761 63-49-5080741 dot.calabarzon@gmail.com		

#### Description

Details:

Budget: Php 141,000.00 inclusive of tax

Inclusions:

Transportation  
Meals  
Accommodation  
Training Kit  
Other Expenses (as indicated in the main document)

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Transportation	as indicated in the main document	2	Lot	15,000.00
2	Meals (full board)	as indicated in the main document	99	Lot	79,200.00
3	Meals (Bfast & Dinner)	as indicated in the main document	6	Lot	3,000.00
4	Accommodation	as indicated in the main document	6	Lot	30,000.00
5	Training Kits	as indicated in the main document	30	Set	4,500.00
6	Other Expenses	as indicated in the main document	34	Lot	8,300.00

#### Other Information

\* The winning bid shall be based on the proposal with the most advantageous package cost, provided that it has met all the financial and technical requirements  
 \* The winning bidder must be willing to wait at least 30 working days for government payment facilitation process

#### INSTRUCTION TO BIDDERS:

- All quotation must be submitted hand carry or courier service to DOT Region IV-A, G/F Dencris Business Center Building, National Highway, Brgy. Halang, Calamba City, Laguna.
- Proposed bid should be sealed, addressed to BAC Secretariat and indicate the SOLICITATION NUMBER

3. The BAC Secretariat will not ACCEPT proposals/quotations that will be sent through e-mail.

CHECKLIST OF TECHNICAL & ELIGIBILITY and  
FINANCIAL REQUIREMENT FOR BIDDERS  
(GOODS SERVICES):

1. Mayor's Permit/ Business Permit
2. Philgep's Registration Number
3. Omnibus Sworn Statement

NOTE: Kindly prepare other Bidding Documents, it might be requested by the BAC Committee.

**Created by** Jhera Javier San Valentin

**Date Created** 16/05/2021

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## TERMS OF REFERENCE

### I. PROJECT

SEMINAR ON DISASTER RISK REDUCTION AND MANAGEMENT ON JUNE 9 - 11, 2021

### II. BACKGROUND

Reducing the risk of disaster such as storm, heat and cold waves, earthquake, tsunamis, fire, and the likes helps to protect both human and economic assets. To efficiently and promptly address emergency situation, the seminar aims to intensify awareness on the importance of disaster preparedness and mitigation and; to create systematic approaches in identifying, planning, assessing and reducing the risk of disaster.

### III. OBJECTIVES

- To create a contingency plan based on likely emergencies in participants' region;
- To identify risk reduction preparedness activities that will reduce vulnerability, mitigates the impact of emergencies and support efforts to prevent conflict and civil unrest; and
- To recognize good practice in interventions for disaster management and sustainable development

### IV. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited
2. Willing to provide services on a send-bill arrangement

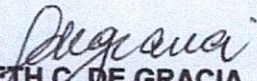
#### Scope of Works/ Deliverables

Particulars	Breakdown	Quantity	Remarks
<b>Transportation</b>	<b>Van Hire:</b> June 8, 2021	1	<ul style="list-style-type: none"> <li>• Land Transportation to Quezon City – Calamba – Sta. Cruz</li> <li>• Land Transportation to Sta. Cruz – Calamba – Quezon City</li> <li>• Must be DOT Accredited</li> </ul>
	June 11, 2021	1	
<b>Meals</b>	<b>Snacks AM/PM and Lunch</b> June 9-11, 2021 33 pax x 3days	99	
	<b>Dinner</b> June 8-10, 2021 2pax x 3days	6	
<b>Accommodation</b>	June 8-10, 2021 (Overnight) 2pax x 3nights	6	<ul style="list-style-type: none"> <li>• Must be DOT Accredited</li> </ul>
<b>Training Kit</b>	Notebook, Ballpen, ID holder, ID lace	30	

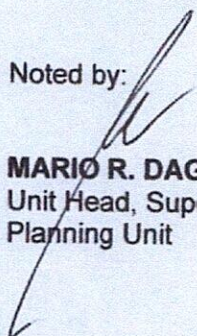
<b>Other Expenses</b>	Hygiene Kit (face mask, face shield, alcohol)	30	
	Load Card	1	
	Tarpaulin (9 feet x 6 feet)	1	
	Antigen Test	2	

**V. BUDGET: Php 141,000.00 inclusive of tax**

**VI. PROJECT OFFICER/CONTACT PERSON**

  
**KENETH C. DE GRACIA**  
 Tourism Officer II  
 Planning Unit

Noted by:

  
**MARIO R. DAGA**  
 Unit Head, Supervising. TOO  
 Planning Unit