



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6058006  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Seminar on Revised Rules on Administrative Cases in the Civil Service-Cagayan de Oro (March 13-16, 2019)

#### Area of Delivery

<b>Solicitation Number:</b>	2019-02-0028	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	01/03/2019
<b>Approved Budget for the Contract:</b>	PHP 589,085.44	<b>Last Updated / Time</b>	28/02/2019 14:24 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04/03/2019 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

For the Seminar on Revised Rules on Administrative Cases in the Civil Service  
13 – 16 March 2019, Cagayan De Oro City, Philippines

##### I. PROJECT

Ground handling services for the Seminar on the Revised Rules on Administrative Cases in the Civil Service.

##### II. PURPOSE / OBJECTIVE

The DOT-LAS is in need of the services of a DOT-accredited tourism enterprise engaged in the business providing transport, accommodation, training/seminar packages handling or coordinating arrangements for such.

##### III. MINIMUM REQUIREMENTS

- Must be a DOT-Accredited service provider
- Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.

##### IV. SCOPE OF DELIVERABLES

1. Accommodation for 40 pax (4 days and 3 nights):
  - Twenty-Two (22) Twin Sharing Rooms
  - Hotel/Resort must be DOT Accredited and at least three (3) star
  - Within Cagayan De Oro City
  - Inclusive of breakfast
  - With WiFi connection
  - Complimentary use of Business Center
  - Free use of hotel/recreational facilities
  - Open to cancellation in case target number of participants are not met
  - Check in : 13 March 2019
  - Check out : 16 March 2019

## 2. Use of Function Room with Banquet

- 2-Day Workshop, 8:00 AM to 5:00PM on 14-15 March 2019

- To accommodate forty (40) pax
- AM Snack, Lunch, and PM snacks
- Auditorium/Classroom style set-up
- Free flowing of coffee, tea and mints
- Pads and pencils
- Use of podium, 2 wireless microphone, sound system, projector, projection screen, laser pointer/wireless presenter, whiteboard and marker
- Complimentary use of business center
- Free WiFi access

- Additional Meal Requirements for forty (40) pax

13 March 2019

- Lunch, PM Snacks and Dinner (Local Restaurant)

14 March 2019

- Dinner (Hotel)

15 March 2019

- Dinner (Local Restaurant)

16 March 2019

- Lunch (Hotel)

## 3. Ground Transportation

- Three (3) units of Van for 40 pax
- CDO Airport to Hotel; Hotel to CDO Airport (13 and 16 March 2019)
- 1 Standby vehicle during the activity (14 and 15 March 2019)
- Transportation to dinner venues (13 and 15 March 2019)
- Inclusive of Meals of the Driver
- Inclusive of fuel and other expenses such as toll and parking fees

## V. APPROVED BUDGET OF THE CONTRACT (ABC):

Five Hundred Eighty-Nine Thousand Eighty-Five Pesos and 44/100 Only

Php 589,085.44

## VI. PROJECT OFFICERS

Contact Persons : Alexandria Cruz and Roy Argosino

Office : Legal Affairs Service

Penthouse, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City

Contact Number : 459 5200 local 620

Email Address : legalservice.dot@gmail.com

**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** 28/02/2019

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