



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6813228
Procuring Entity DEPARTMENT OF TOURISM
Title Preparation of Accountability Report/Closing of Books (FMS)- February 4-7, 2020
Area of Delivery

Solicitation Number:	2020-01-0009	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	24/01/2020
Approved Budget for the Contract:	PHP 850,000.00	Last Updated / Time	23/01/2020 13:15 PM
Delivery Period:		Closing Date / Time	27/01/2020 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: PREPARATION OF ACCOUNTABILITY REPORTS/CLOSING OF BOOKS (FINANCIAL STATEMENTS)

II. PURPOSE/OBJECTIVES:

The Department of Tourism - Financial and Management Service (DOT-FMS) is in need of the services of a local tour operator in the Philippines engaged in the business of providing ground arrangements (transportation, accommodation and training facilities) for the conduct of the "Preparation of Accountability Reports/Closing of Books (Financial Statements)" on February 4-7, 2020 in Subic, Zambales.

The workshop aims to provide necessary assistance to DOT Central and Regional Accountants and Budget Officers in the proper preparation of Financial Statements and Accountability Reports prior to submission to oversight agencies.

III. BACKGROUND:

1. Training/workshop package

- a.) Participants : Selected DOT-FMS Personnel of Central Office and DOT Regional Budget and Accounting Officers
- b.) No. of Pax : Central Office personnel 16 pax

Regional Office Personnel 32 pax

c.) Training Period/Venue : February 4-7, 2020 / Subic, Zambales

IV. MINIMUM REQUIREMENTS:

- Must be a DOT-Accredited Tourism Enterprise;
- Provide accommodation facility in Subic, Zambales with a function/training room that can accommodate a minimum of Forty-eight (48) pax on:
 - February 4 10:00 AM – 8:00 PM
 - February 5 7: 00 AM – 7:00 PM
 - February 6 7: 00 AM – 7:00 PM
- Arrange the meal and transportation requirements of the participants

V. SCOPE OF WORK/DELIVERABLES

A. TRANSPORTATION SERVICES

1. 4 February 2020 (Clark – Subic, Zambales)
 - One (1) coaster
2. 4 February 2020 (DOT Central Office – Subic, Zambales)
 - One (1) bus
3. 5 February 2020 (COA Head Office– Subic, Zambales)
 - One (1) van
4. 7 February 2020 (Subic – Clark – DOT Central Office – COA Head Office/Metro Manila)
 - One (1) coaster and one (1) bus

NOTE:

- Must be DOT-Accredited;
- Fully air-conditioned transportation vehicle;
- At least 23 seater coaster;
- At least 12 van;
- At least 49 seater bus (with compartment);
- Inclusive of meals/accommodation of the driver;
- Inclusive of fuel and other expenses such as toll, permits, insurance and parking fees;
- Knowledgeable of the routes from Metro Manila/Clark- Subic, Zambales – Metro Manila;
- Should be open for cancellation or change of vehicle without cost provided prior notice is given within three (3) days;
- Further details to be discussed with the service provider.

B. ACCOMMODATION WITH BREAKFAST

Three (3) nights

Check in February 4, 2020

Check out February 7, 2020

- Twenty-three (23) Twin-Sharing Rooms with buffet breakfast
- One (1) Single Occupancy Rooms with buffet breakfast

Check in February 5, 2020

Check out February 7, 2020

Two (2) nights

- Two (2) Single Occupancy Rooms with buffet breakfast
- early check-in

NOTE:

- Must be a DOT-Accredited tourism accommodation establishment (resort)
- Complimentary use of internet/WiFi access in room;
- Willing to accommodate early check-in and late check-out upon request, subject to room availability;
- The resort should be open for cancellation of room booking once not occupied by the participants without cost, provided prior notice is given within three (3) days.

C. MEALS and VENUE SET-UP

VENUE SET-UP

- Physical arrangement/set-up
 - Classroom/Fishbone set-up
- Provision of the following amenities/equipment:
 - Good internet connection/WiFi access
 - Use of LCD Projector and Wide Screen
 - Basic Sound System
 - 2-3 microphones
 - Dedicated Technician/Technical Assistant for the whole duration of event
 - Outlets/extension cords for laptops
 - Registration Table
 - Provision of note pads and pencils

MEALS

- Day 1 – Day 3
- February 4,5,6, 2020
- Buffet lunch

- AM and PM Snack
 - Buffet dinner
 - Day 4
- February 7, 2020
- AM Snack
 - Buffet lunch
 - Back to MNL
- NOTE:
- Provision of free flowing coffee, tea, candy mints/chips/nuts during the seminar;
 - Proposals should include suggested menus for the required meals to be agreed upon with the project officer.

VI. APPROVED BUDGET FOR THE CONTRACT:

EIGHT HUNDRED FIFTY THOUSAND PESOS ONLY (Php850,000.00)

inclusive of applicable taxes and other fees
Chargeable against 2019 Continuing Funds of Financial and Management Service

VII. TERMS OF PAYMENT

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

VIII. CONTACT PERSON:

NICOLE HILARIO
Office of the Director -Financial and Management Service
Email: dot.fms@gmail.com
Telephone: 459-5200 to 5230 local 412

NOTE: The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided 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)
Or Official Receipt as a Proof of payment for the Renewal of Business Permit
2. Philgeps Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest Income or Business Tax Return (For ABC's above Php500K))
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. DOT Accreditation Certificate

Kindly submit your quotation for the above requirement in a SEALED ENVELOPE indicating our Solicitation Number or Reference Number, Company Name addressed to Ms. Teresita A. Romanes at DOT Bldg., 4th Floor, #351 Sen. Gil Puyat Avenue, Makati City.

Created by TERESITA A. ROMANES

Date Created 23/01/2020

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