



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

[Help](#)

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6649529  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** DISASTER RISK REDUCTION SEMINAR-December 04-06, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2019-11-0306	<b>Status</b>	Active
<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>	3
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	14/11/2019
<b>Approved Budget for the Contract:</b>	PHP 257,250.00	<b>Last Updated / Time</b>	25/11/2019 15:19 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	27/11/2019 10:00 AM
<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  
(Tour Operator)

PROJECT: DISASTER RISK REDUCTION SEMINAR

#### I. MINIMUM REQUIREMENTS FOR SUPPLIERS (ACCOMMODATION AND BANQUET):

- Must be a DOT- Accredited hotel/establishment;
- Must be able to provide banquet and accommodation arrangement for thirty-two (32) pax;
- Must be able to provide a Function Room that can accommodate thirty-two (32) pax.
- Must be located in Antipolo, Rizal.

#### SCOPE OF WORK/DELIVERABLES:

- LIVE - IN TRAINING/SEMINAR PACKAGE IN ANTIPOLO, RIZAL AREA ON DECEMBER 04 - 06, 2019.

#### A. ACCOMMODATION REQUIREMENTS

Eight (8) Standard Twin- Sharing (i.e. 2 beds) and Six (6) Standard Triple (i.e. 3 beds) hotel room accommodation with breakfast:

Eight (8) Twin-Sharing Rooms x Two (2) Nights

Six (6) Triple-Sharing Rooms x Two (2) Nights

Check - in: December 04, 2019

Check – out: December 06, 2019

(Hotel should be open for cancellation of room booking once not occupied by the participants)

**B. BANQUET REQUIREMENTS**

**FO** Banquet Arrangement with Dinner

(Including the resource person and secretariat)

**FO** Three (3) AM Snacks, Lunch, PM Snacks and Dinner

**FO** 32 Pax

**FO** Training Venue

**Inclusions:**

**FO** Use of Function Room w/ Rostrum/ Registration Table for the secretariat/two (2) microphones and free flowing coffee and tea

7:00 am – 7:00 pm

**FO** Free Wi-Fi access

**FO** Audio Visual Equipment (with dedicated technician for the duration of the event – December 04 - 06, 2019)

**FO** LED Projector/Wide Screen

**FO** Standard Audio/PA System

**FO** Free use of Whiteboard with Pens

**FO** Pens and Pads

**FO** APPROVED BUDGET FOR THE ACCOMMODATION AND BANQUET:

- Two hundred Eighteen Thousand Pesos (PhP215,250.00) inclusive of applicable tax.

**II. MINIMUM REQUIREMENTS FOR SUPPLIERS (TRANSPORTATION):**

- Must be a DOT- Accredited Transportation Service Provider;
- Must be able to provide transportation service for thirty-two (32) pax.

**FO** SCOPE OF WORK/DELIVERABLES:

• **TRANSPORTATION REQUIREMENTS/NCLUSIONS:**

**FO** One (1) Unit of Air Conditioned Bus with Driver for thirty-two (32) pax.

**FO** Driver's Fee, Fuel, Meals, Insurance, Toll and Parking Fees.

**FO** Equip with Audio and Video System

**FO** Pick-up – DOT Makati to Antipolo, Rizal (December 04, 2019)

**FO** Pick-up – Antipolo, Rizal to DOT Makati (December 06, 2019)

**FO** APPROVED BUDGET FOR THE TRANSPORTATION:

- Forty – two Thousand Pesos (PhP42, 000.00) inclusive of applicable tax.

**FO** CONTACT PERSON:

• MR. JOSEPH R. PASTRANA – Training and Development Division

pastranajoseph@gmail.com

• MR. ALFREDO Evangelista – Training and Development Division

meno\_44@yahoo.com

**FO** CONTACT NUMBER:

- 459 – 5200 to 5230 Local 318

Prepared by:

JOSEPH R. PASTRANA  
Administrative Officer IIIW

**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.

**Remarks**

No bid received, submission of proposal extended until Nov. 27, 2019 at 10 am.

**Created by** TERESITA A. ROMANES  
**Date Created** 13/11/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2019 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)