



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6488063
Procuring Entity DEPARTMENT OF TOURISM
Title 2ND Posting 2020 OPAA STRATEGIC PLANNING & BUDGETING WORKSHOP with GAD AWARENESS AND GENDER SENSITIVITY SEMINAR-Camiguin (October 23-25, 2019)

Area of Delivery

Solicitation Number:	2019-09-0234	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	22/09/2019
Approved Budget for the Contract:	PHP 475,000.00	Last Updated / Time	21/09/2019 14:47 PM
Delivery Period:		Closing Date / Time	25/09/2019 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

2020 OPAA STRATEGIC PLANNING AND BUDGETING WORKSHOP with GAD Awareness and Gender Sensitivity Seminar (3D/2N)
 LOCATION & VENUE: CAMIGUIN
 PERIOD COVERED: OCTOBER 23 – 25, 2019
 (charged to: 2019 OPAA GAA Budget)

I. MINIMUM REQUIREMENTS FOR SUPPLIER:

1. Must be DOT-accredited
2. Must be registered with PHILGEPS
3. Must provide the services needed on a send-bill arrangement
4. Must submit all required documents for payment purposes

II. SCOPE OF WORK DELIVERABLES:

1. Roundtrip domestic airline tickets for 17 pax
 October 23, 2019 (Wednesday) - Manila to Camiguin
 October 25, 2019 (Friday) - Camiguin to Manila
 ***Inclusive of travel insurance, terminal fee and 20 kg. baggage allowance
2. Room Accommodation for 17 pax for 2 nights in a resort/hotel:
 8 twin-sharing rooms (OPAA staff & speaker) and 1 single room (director)
 Check-In Date: October 23, 2019 (Wednesday)
 Check-Out Date: October 25, 2019 (Friday)
 ***Inclusive of Breakfast
3. Full Board Meals (AM and PM snacks, lunch and dinner),
 ***Inclusive of mineral water and juices
4. Roundtrip airport transfers

5. Free use of amenities (pools, parking area, etc...)
6. Free use of open and covered areas for the venue of planning & budgeting workshop and GAD awareness activities plus complimentary workshop materials (projector, screen, whiteboard, tear sheets, easel type boards, pens, ballpens, pencil, note book, plain paper, etc...)
7. Free use of the internet (WIFI)
8. Tour Itinerary of the destination with vehicle, gasoline, driver and tour guide
9. Participants' Workshop Kit consists of workshop 2 T-shirts, 1 USB flash drive, 1 hygiene kit / 1 emergency kit
10. Provision for Teambuilding Coordinator
11. Provision for GAD Speaker and honoraria

III. APPROVED BUDGET FOR THE CONTRACT:
TOTAL APPROVED OPAA BUDGET: P 475,000.00

IV. CONTACT PERSON: RAMON REBULADO
Information Officer II
Office of Public Affairs and Advocacy (OPAA)
Tel. No.: 459-5200 local 316
Email Address: rebramon@yahoo.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 21/09/2019

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