



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6819812  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** DOT-Gender and Development Focal Point System General Assembly in Subic, Zambales, 26-28 February 2020

#### Area of Delivery

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2020-01-0012  | <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>       | 0                   |
| <b>Classification:</b>                   | Goods   | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | Travel, Food, Lodging and Entertainment Services  | <b>Date Published</b>        | 28/01/2020          |
| <b>Approved Budget for the Contract:</b> | PHP 813,855.00  | <b>Last Updated / Time</b>   | 28/01/2020 00:00 AM |
| <b>Delivery Period:</b>                  |   | <b>Closing Date / Time</b>   | 31/01/2020 14:00 PM |
| <b>Client Agency:</b>                    |   |                              |                     |
| <b>Contact Person:</b>                   | TERESITA A. ROMANES<br>Admin. Assistant V<br>#351 Sen. Gil Puyat Avenue<br>Makati<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-2-4595200 Ext.425<br><br>t_romanesh@yahoo.com.ph |                              |                     |

#### Description

DOT-Gender and Development Focal Point system  
General Assembly  
26-28 February 2020 | Subic, Zambales

#### TERMS OF REFERENCE

The DOT-GAD Focal Point System (DOT-GFPS) will conduct a General Assembly on February 26-28, 2020 in Subic, Zambales.

The activity aims to assess the implementation of GAD-related projects, identify gaps in the gender mainstreaming efforts of the Department and plot action points for the incoming year. The General Assembly will also see the roll-out of the working draft of the DOT-GAD Agenda, the Department's GAD Strategic Framework and Plan for the next six years.

Requirement: DOT Accredited Travel and Tour Operator

The said DOT Accredited Travel and Tour Operator shall provide the following in connection with the DOT-GFPS General Assembly on 26-28 February 2020 at Subic, Zambales.

#### I. ACCOMMODATION WITH FREE BUFFET BREAKFAST

No. of Rooms : Fifteen (15) Single occupancy rooms  
Eighteen (18) Twin-sharing rooms  
with free WIFI access for at least two (2) devices and mineral water  
Check-In : February 26, 2020  
Check-Out : February 28, 2020  
Budget : PHP 384,300.00

SUBTOTAL FOR ACCOMMODATION: PHP 384,300.00

**Note:**

- Open to special arrangements in case number of participants of the same sex is not met;
- The hotel should be open for cancellation of room booking two (2) days before the check-in date once not occupied by the participants without cost;
- Willing to accommodate early check-in and late check-out upon request, subject to room availability.

## II. MEALS AND VENUE

### VENUE SET-UP

- Physical arrangement/set-up
  - Herringbone or classroom style set-up
- Provision of the following amenities/equipment:
  - Use of LCD Projector and Wide Screen
  - Complimentary WIFI connection
  - Basic Sound/PA System
  - Digital lobby posting and function venue signage
  - Dedicated Technician for the whole duration of event
  - Outlets/extension cords for laptops
  - Podium/Rostrum with 2-3 microphones
  - Registration Table
  - Provision of White board with marker, Flipcharts, Pads, Pencils, and ID holders
  - Provision of free flowing coffee, tea and candy mints and chips during the meeting

### MEALS

- February 26 to 27, 2020 (50 pax; 2 nights)
  - A La Carte Dinner

- February 27, 2020 (50 pax)
  - Buffet Lunch
  - AM/PM Snacks

- February 28, 2020 (50 pax)
  - Buffet Lunch
  - AM/PM Snacks

Budget : PHP 335,790.00

SUBTOTAL FOR MEALS AND VENUE: PHP 335,790.00

**Note:**

- Include buffer meals for ten (10) pax;
- Proposals should include suggested menus for the required meals to be agreed upon with the project officer;
- Conference room should be high-ceiling, well-lighted and sound proof room;
- High Speed WiFi connection should be at least 40 mbps;
- Two (2) hours extended use of venue without additional cost, as necessary;
- Ten (10) complimentary parking slots for participants.

## III. TRANSPORTATION

- February 26, 2020 – Service Vehicle
  - One (1) unit of van
  - One (1) unit of bus
  - Inclusive of meals of the driver
  - Inclusive of fuel and other expenses such as toll and parking fees
  - Itinerary: 1300-1600H (DOT Central Office Makati City to Subic, Zambales)
- February 28, 2020 – Service Vehicle
  - One (1) unit of van
  - One (1) unit of bus
  - Inclusive of meals of the driver
  - Inclusive of fuel and other expenses such as toll and parking fees
  - Itinerary: 1400-1700H (Subic, Zambales to DOT Central Office Makati City)

SUBTOTAL FOR TRANSPORTATION: PHP 93,765.00

## Breakdown of Budget:

ACCOMMODATION : PHP 384,300.00  
 MEALS AND VENUE : PHP 335,790.00  
 TRANSPORTATION : PHP 93,765.00

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TOTAL BUDGET : PHP 813,855.00 (Inclusive of Tax)

Note: The winning bidder is requested to designate a coordinator who will be responsible during the said event.

Payment: Government Procedure

## Contact Person:

Ms. Maria Sopia M. Gozum  
 DOT-GFPS Secretariat  
 Tel. No. 459-5200 to 5230 local 410  
 Email: gozumsopia@gmail.com | dot.gadsecretariat@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)  
 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** 27/01/2020

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