



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6224702
Procuring Entity DEPARTMENT OF TOURISM
Title Harmonized GAD Guidelines for Tourism (HGGT)Workshop-June 11-15, 2019
Area of Delivery

Solicitation Number:	2019-05-0109	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	31/05/2019
Approved Budget for the Contract:	PHP 612,000.00	Last Updated / Time	30/05/2019 14:02 PM
Delivery Period:		Closing Date / Time	03/06/2019 14:00 PM
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

The Department of Tourism, through the Gender and Development (GAD) Focal Point System, will be conducting the Harmonized GAD Guidelines for Tourism (HGGT) Workshop on 11-15 June 2019 in Davao City. The workshop aims to capacitate the DOT GAD Duty Bearers in identifying gender-responsive PAPs and the corresponding budgetary component that can be attributed to GAD in preparation for GAD Planning and Budgeting for FY 2020.

2. Requirements

- 5 days / 4 nights accommodation in a DOT-Accredited Hotel/Resort
- Twenty (20) twin-sharing rooms (twin beds)
- With complimentary breakfast
- Complimentary use of Wi-Fi
- Check-in: 11 June 2019
- Check-out: 15 June 2019

Note:

1. Hotel/Resort must be DOT accredited and located in Davao City
2. Willing to accommodate early check in and late check-out upon request, subject to availability of rooms
3. Willing to provide One (1) Complimentary Room in addition to the required rooms
4. Open to special arrangements in case number of participants of the same sex is not met.
5. The hotel should be open for cancellation of room booking once not occupied by the participants without cost.

- Use of Function Room on 12-13 June 2019
- Can accommodate at least 40 pax for at least 9 hours classroom setup (0800H – 1800H)
- Function room must be on the same hotel
- Inclusive of AM/PM Snacks and Buffet Lunch
- Menu should be approved by project officer at least 3 days prior to the activity. In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices
- Free flowing coffee/hot chocolate/tea and water station with nuts, and candies
- Complimentary WIFI connection for the duration of the training
- Basic Sound System, 3 microphones, LCD projector, pads and pencils
- Dedicated technician for the whole duration of event

- Registration Table
- Outlets/extension cords for laptops
- Tarpaulin Backdrop

- Dinner
- Duration: 11-13 June 2019
- Location must be within Davao City
- For at least 40 pax

- Technical Tour to GAD Responsive Facilities
- Date: 14 June 2019
- Must include AM/PM Snacks, Lunch and Dinner
- One (1) Bus (in excellent running condition) that can accommodate forty (40) pax
- Itinerary must be approved by and coordinated with project officer
- Inclusion of all applicable fees
- Travel Insurance
- One Professional Tour Guide to assist the technical tour of the group

Note: Tour operator to suggest other destinations/stops that may be included in the itinerary technical tour destinations may be subject to change.
(upon reasonable notice to the tour operator)

TECHNICAL TOUR SCHEDULE – sites to be visited are the following GAD-related learning hubs.

CHILD MINDING CENTERS:

- Kean Gabriel at San Pedro Police Station
- Child Minding Center at CSSDO (Gov't Funded)

WOMEN EMPOWERMENT COUNCIL

- Ray of Hope at Maa Jail
- Sidlakan (for women concerns/abuses/problems) at Buacan Sir Sandawa
- Office of the Special Council for VOW

- Transportation Requirements
- Date: 11 to 15 June 2019
- All vehicles are inclusive of:
 - Fuel and parking fees; and meals of drivers
 - Professional, experienced, well trained and courteous drivers.

Date Route

- 11 June 2019 From Airport to Hotel/Resort
(Drop-off and Pick-up Only)
- 12 June 2019 Hotel/Resort to Dinner to Hotel/Resort
(Drop-off and Pick-up Only)
- 13 June 2019 Hotel/Resort to Dinner to Hotel/Resort (Drop-off and Pick-up Only)
- 15 June 2019 From Hotel/Resort to Airport
(Drop-off and Pick-up Only)

Note: Project Officer to coordinate with the winning bidder on the schedule of arrival of the participants.

3. Other Requirements

- Tour Operator preferably based in Davao City to ensure proper implementation in Davao City

4. Approved Budget of the Contract

SIX HUNDRED TWELVE THOUSAND PESOS ONLY (Php 612,000.00)
Inclusive of Applicable Taxes

5. Terms of Payment

- Government Procedure | Send Bill Arrangement

6. Contact Person

- Ms. Dimple A. Santos
- +632 459-5200 local 410
- dimple.santos22@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 30/05/2019

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