



PhilGEPS
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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6679051
Procuring Entity DEPARTMENT OF TOURISM
Title PCSSD 7th BOARD OF TRUSTEES MEETING and APPRECIATION NIGHT December 11-13, 2019
Area of Delivery

Solicitation Number:	2019-11-0330	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	21/11/2019
Approved Budget for the Contract:	PHP 267,700.00	Last Updated / Time	20/11/2019 20:09 PM
Delivery Period:		Closing Date / Time	25/11/2019 16:00 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

TERMS OF REFERENCE

I. PROJECT TITLE : PCSSD 7th Board of Trustees Meeting and Appreciation Night

II. PROJECT DATE : December 11 - 13, 2019

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER:

1. Must be DOT Accredited;
2. Must be PHILGEPS Registered;

IV. DELIVERABLES :

1. TRANSPORTATION

A. Airport and Land Transfers

Date Itinerary # of Car/s # of Trip/s

December 11, 2019 NAIA Terminal to Venue 1 4

December 12, 2019 NAIA Terminal to Venue 1 1

Venue to DOT Office, Makati City** 1 1

December 13, 2019 Venue to NAIA Terminal 1 5

**preferably van service

2. ACCOMMODATION (inclusive of breakfast)

Date Type of Room # of Room/s # of Night/s

December 11 - 13, 2019 Single Occupancy 5 2
 December 12 - 13, 2019 Single Occupancy 1 1

- *Must be at least a 3-star hotel.
- *No security deposit required.
- *Amenable to early check-in and late check-out.

3. MEALS

DATE INCLUSIONS # OF PAX

December 11, 2019 - Lunch and Dinner

*consumable per pax 6

December 13, 2019 - Lunch

*consumable per pax 6

4. BANQUET SERVICE

- Use of Function Room for 6 hours
- Venue good for 30 pax
- Round table set-up with 10 seats per table
- Provision for Halal menu
- Dinner: Buffet Style
- Use of the following equipment:
 - o LCD Projector
 - o Wireless Microphone
 - o Additional Wired Microphone
 - o Sound System

V. APPROVED BUDGET

TOTAL: PHP 267,700.00

VI. TERMS OF PAYMENT

- Send bill arrangement
- Government Procedure

VII. CONTACT PERSON

Name : Rachelle Yoro

Office : Philippine Commission on Sports SCUBA Diving

Contact Number : (02) 459 - 5200 local 510 or (02) 524 - 2242

Email Address : morefun@divephilippines.com.ph

Rachelle R. Yoro

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 20/11/2019

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