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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4768892

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** Rental of Function Room In Connection With The Regional Tour Guiding Course for NCR Batch 10 - 2017 Graduation Ceremony & Awarding of Certificates

#### Area of Delivery

<b>Solicitation Number:</b>	2017-08-0263	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 120,000.00		
<b>Delivery Period:</b>	1 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Melanie Claire Pasion Singzon Supervising Administrative Officer 4th Floor, DOT Bldg. No. 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.219 63-02-8900189 msingzon_gsd@yahoo.com	<b>Date Published</b>	01-Sep-2017
		<b>Last Updated / Time</b>	01-Sep-2017 00:00 AM
		<b>Closing Date / Time</b>	05-Sep-2017 10:00 AM

#### Description

##### Terms of Reference

Rental of Function Room in connection with the Regional Tour Guiding Course for NCR Batch 10 - 2017 Graduation Ceremony and Awarding of Certificates  
September 8, 2017

##### Requirements :

- One (1) Function room that can accommodate 100 pax
- DOT-accredited 4 to 5-Star Hotel located in Makati Central Business District
- With microphone (P.A. System)

- Buffet Dinner (Php 1,200.00/pax with drinks)
- Four (4) hours rental of function room from 6:00 PM to 10:00 PM
- Servers must be well-groomed
- With table arrangement / set-up

Approved Budget for the Contract : PhP 120,000.00

Payment Procedure : Government procedure

Contact Persons :

Ms. Kytlin Kyla Principio / Ms. Imelda Basto

Tel. No. 459-5200 local 218

Note: The winning bid however, 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.

Kindly submit your quotation together with the documentary requirements listed below, indicating our Solicitation Number & Company Name IN A SEALED ENVELOPE, addressed to Ms. Melanie Claire P. Singzon (Procurement Management Division) at 4th Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

**DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

- Current Mayor's / Business Permit
- PhilGEPS Registration Number
- Latest Income/ Business Tax Return
- Duly Notarized Omnibus Sworn Statement (Please see attached)
- DOT Accreditation Certificate

For Land Bank Payment Purposes:

Bank Name : \_\_\_\_\_

Bank Account Number : \_\_\_\_\_

Note : OTHER BANK WITH BANK CHARGES

**Created by** Melanie Claire Pasion Singzon

**Date Created** 31-Aug-2017

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