



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6651283
Procuring Entity DEPARTMENT OF TOURISM
Title SEAIMD Year-End Assessment Workshop (Baguio City) December 14-16, 17, 2019
Area of Delivery

Solicitation Number:	2019-11-0314	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	14/11/2019
Approved Budget for the Contract:	PHP 600,000.00	Last Updated / Time	13/11/2019 16:06 PM
Delivery Period:		Closing Date / Time	18/11/2019 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

TERMS OF REFERENCE

Procurement of Travel and Tour Service Operator for the SEAIMD Year-End Assessment Workshop 14- 16 December and 17 December 2019

A. HOTEL ACCOMMODATION, FUNCTION ROOMS AND MEALS

Accommodation Requirements:

1. Must be DOT — Accredited
2. Must be at least a DOT Accredited Three Star Hotel or have the facilities of a three-star hotel as per DOT accreditation requirement
3. Must be located in Baguio City
4. Check In Date: December 14, 2019

ACCOMMODATION NO. OF

NIGHTS NO. OF ROOMS

Double Occupancy 2 12

Function Rooms and Meals Requirements:

1. Function room for workshop that can accommodate thirty (30) persons in round table set up, a registration table; and a secretariat table. Inclusions:
 - a. Unlimited wireless internet access
 - b. Free-flowing coffee/tea
 - c. Rostrum with microphone
 - d. One unit LCD projector and screen with HDMI cable
 - e. Basic audio visual equipment including but not limited to two wireless mics, one wired mic, audio cable from sound

system to PC
 f. Pads, pencils and mints
 g. One Whiteboard
 h. Two flipcharts with markers
 I. At least three power extension wires
 j. Floor area of at least 100 sq. meters
 k. Ceiling height of at least 3 meters
 2. Function room for dinner buffet that can accommodate thirty (30) persons in round table set up. Inclusions:
 a. Unlimited wireless internet access
 b. One-unit LCD projector and screen
 c. Basic audio visual equipment including but not limited to three wireless mics, audio cable from sound system to PC
FUNCTION ROOM AND MEALS NO. OF DAYS NO. OF PAX
 Meals (AM snacks, Lunch buffet, PM snacks)
 Inclusive Dates: December 15 and 16, 2019 2 25
 Dinner Buffet
 Inclusive Dates: December 15 and 16 , 2019 2 25
 Packed Dinner
 Inclusive Date : December 14, 2019 1 25

B. WORKSHOP MEALS (DECEMBER 17) Requirements:
 Workshop Meals NO. OF DAYS NO. OF PAX
 Meals (AM snacks, Lunch buffet, PM snacks)
 Inclusive Dates: December 17, 2019 1 40

*Venue — DOT Penthouse

C. TRANSPORTATION HIRE

Requirements:

1. Vehicle Type: One (1) 24-seater coaster bus to be used on from December 14 — 16, 2019. Departure from DOT to Baguio Hotel Accommodation and vice versa, and during technical fieldwork.
2. Must be DOT Accredited Tourist Transport
3. Whole day service (16 hours)
4. Fully air conditioned
5. Inclusive of driver (uniformed / presentable / client-courteous), driver accommodation, driver meals, fuel, toll fees & parking fees
6. Includes travel insurance and insurance for passengers on board
7. Passengers: DOT staff

D. WORKSHOP COLLATERALS/KITS

Requirements:

1. Packaged assorted local products for 65 pax.

E. Qualifications for Proponents:

1. Travel and Tour Service Operator must be DOT Accredited and based in Metro Manila
2. Must be willing to provide service on a send-bill arrangement (Government procedure)

F. Approved Budget for the Contract:

1. Six Hundred Thousand Pesos (Php 600,000.00) - Inclusive of all applicable charges and taxes

CONTACT PERSON

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RAMIL S. BAS L

Senior Touri Operations Officer

Statistics, Economic Analysis and Information Management Division

Office of Tourism Development Planning, Research and Information Management Tel. No.: 459-5200 local 506 / 512

Email Address: ramilbasuel@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 13/11/2019

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