



# PhilGEPS

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## 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**

<b>Solicitation Number:</b>	2019-11-0314	<b>Status</b>	Active
<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	<b>Bid Supplements</b>	2
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 600,000.00	<b>Date Published</b>	14/11/2019
<b>Delivery Period:</b>		<b>Last Updated / Time</b>	20/11/2019 19:20 PM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	25/11/2019 10:00 AM
<b>Contact Person:</b>	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**

\*\*\*  
**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.

**Remarks**

No bid received, submission of proposal extended until 25 November 2019 at 10 am.

**Created by** TERESITA A. ROMANES

**Date Created** 13/11/2019

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Wednesday, November 20, 2019 07:21 PM **TERESITA ROMANES** » Log-out

## Bid Supplement Abstract

Reference Number	<b>6651283</b>
Title	SEAIMD Year-End Assessment Workshop (Baguio City) December 14-16, 17, 2019
Category	Travel, Food, Lodging and Entertainment Services
Type	Addendum
Bid Supplement No.	6651283-02
Title	SEAIMD Year-End Assessment Workshop (Baguio City) December 14-16, 17, 2019
Closing Date/Time	25/11/2019, 10:00AM
Remarks	No bid received, submission of proposal extended until 25 November 2019 at 10 am.

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