



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6487979
Procuring Entity DEPARTMENT OF TOURISM
Title SEMINAR ON GENDER and DEVELOPMENT RELATED LAWS for TOURISM STAKEHOLDERS
 -Panglao, Bohol (October 23-26, 2019)

Area of Delivery

Solicitation Number:	2019-09-0228	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	22/09/2019
Approved Budget for the Contract:	PHP 183,300.00	Last Updated / Time	21/09/2019 12:48 PM
Delivery Period:		Closing Date / Time	25/09/2019 10:00 AM
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: Seminar on Gender and Development Related Laws for Tourism Stakeholders

II. BACKGROUND

- Participants/Attendees -Stakeholders of tourism establishments (owners, HR employees/frontliners) in Bohol preferably in Panglao
- No. of Pax - 35 pax including Coordinators/Facilitators from the Head Office and Regional Office
- Date/Period Covered - 23-26 October 2019
- Venue/Location - Panglao, Bohol

III. PURPOSE/OBJECTIVES

- To enhance the personal and professional awareness of tourism stakeholders on potential gender-related incidents or risks and their corresponding rights under existing laws.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-Accredited Service Provider
- Must be willing to provide services on a Send-Bill Arrangement
- Must allow for cancellation of room reservations until two (2) nights before the event date

V. SCOPE OF WORK/DELIVERABLES

- ACCOMMODATION with buffet breakfast
 - Must be at least a 3-Star Hotel/Resort in Panglao, Bohol
 - Three (3) twin-sharing roomsCheck In = 23 October 2019 Check Out = 26 October 2019
(4 days and 3 nights)

- MEALS

24-25 October 2019 (Seminar Proper) -AM, Buffet Lunch and PM snacks for 35 pax

23-25 October 2019 – Dinner for 5 pax

- FUNCTION ROOM (24-25 October 2019)
 - classroom set up for 35 pax
 - with podium and registration table
 - papers and pens for 35 pax
 - whiteboard and markers
 - free flowing coffee or tea
 - candies/nuts during seminar
 - complete sound system (3 wireless microphone)
 - projector for power point presentation
 - clicker(optional)

- TRANSPORTATION

- Airport transfers to and from Tagbilaran Airport (for facilitators and Speaker on 23 October 2019 and 26 October 2019)

- Transportation of facilitators and Speaker to dinner venues on 23-25 October 2019, if needed.

VI. APPROVED BUDGET FOR THE CONTRACT

One Hundred Eighty-Three Thousand Three Hundred Pesos (Php183,300.00) inclusive of applicable taxes

VII. PROJECT OFFICER/CONTACT PERSON

Veronica "Nikki" Reyes or Janen Punit
Legal Affairs Service
Email: nikkireyes22@yahoo.com
Tel. No. 459-52-00 loc. 620

APPROVED BY:

ATTY. LARA VICTORIA O. ESTEVEZ
Director, Legal Affairs Service

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 21/09/2019

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