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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5288000
Procuring Entity DEPARTMENT OF TOURISM
Title Coaching Sessions (May 7-8 and May 28-30)
Area of Delivery Metro Manila

Solicitation Number:	2018-04-0124	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	14/04/2018
Approved Budget for the Contract:	PHP 679,000.00	Last Updated / Time	14/04/2018 00:00 AM
Delivery Period:	5 Day/s	Closing Date / Time	18/04/2018 10:00 AM
Client Agency:			
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

Description

TERMS OF REFERENCE

PROJECT/ACTIVITY: Procurement of services of DOT-accredited provider or hotel provide hotel accommodation, training venue with meals in connection with the Coaching Sessions on May 7-8, 2018 and Write shop on May 28-30, 2018 in an that is nearest to DOT (within walking distance).

II. SPECIFIC REQUIREMENTS:

A. For May 7-8 Sessions:

Hotel Room Accommodation with Breakfast (twin-sharing, 2 beds)
P3,500.00/room x 17 rooms x 3 nights = P 178,500.00
with 1 complimentary room

Check-in Time: 12:00 noon of May 6, 2018

Check- out Time: 12 noon of May 9, 2018

(Note: Open to cancellation for unoccupied rooms)

Meals (AM snacks, Lunch, PM Snacks and Dinner) & Use of Training Venue
P1,500.00/pax x 35 x 2 days = P105,000.00

B. For 28-30 May Write shop:

Hotel Room Accommodation with Breakfast (twin-sharing, 2 beds)
P3,500.00/room x 17 rooms x 4 nights = P 238,000.00
with 1 complimentary room

Check-in Time: 12:00 noon of May 27, 2018
Check- out Time: 12 noon of May 31 ,2018
(Note: Open to cancellation of unoccupied rooms)

Meals (AM snacks, Lunch, PM Snacks and Dinner) & Use of Training Venue
P1,500.00/pax x 35 x 3 days = P157,500.00

Check-in Time: 12:00 noon of May 27, 2018
Check- out Time: 12 noon of May 31, 2018
(Note: Open to cancellation of unoccupied rooms)

Inclusions:

Seminar/function room for 35-40 participants with basic sound system (with at least two microphones and speakers)
Banquet tables and chairs
Refillable drinks during meals; Free flowing coffee and tea
Whiteboard, markers, eraser, pads and pencils
LCD projector and screen

III. TOTAL APPROVED BUDGET FOR CONTRACT (ABC) = P679,000.00

IV. TERMS OF PAYMENT: Government procedure

V. PROJECT OFFICER: Jerlie S. Ganiga
Contact #: 459-5200 local 114

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)
(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
5. DOT Accreditation Certificate

Deadline for the submission of Bid: April 18, 2018 10:00 am.

Created by Maria Alma O Almazan

Date Created 13/04/2018

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