



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5780032  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** TRAINING-WORKSHOP ON INFOGRAPHICS-Dumaguete City-11-14 December 2018

#### Area of Delivery

<b>Solicitation Number:</b>	2018-11-0348	<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>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 419,808.00	<b>Date Published</b>	07/11/2018
<b>Delivery Period:</b>		<b>Last Updated / Time</b>	07/11/2018 00:00 AM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	12/11/2018 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 for the  
Training-Workshop on Infographics  
11-14 December 2018, Dumaguete City, Philippines

1. Accommodation Requirements: Php 240,408.00
  - (Double/Twin-Sharing) (Php 5,280/Day X 10 Rooms X 3 Nights)
  - Type of Accommodation : Hotel/Resort
  - Check-In : 11 December 2018
  - Check-Out : 14 December 2018
  - Occupancy : Double/Twin Sharing
  - No. of Rooms : Fourteen (14) Rooms
  - Location of Accommodation : Within Dumaguete City
  - Inclusions : Breakfast
    - : Strictly with strong Wi-Fi connection
    - : Complimentary use of Business Center
    - Must be a DOT Accredited Establishment
2. Meals and Venue Rental: Php 131,400.00
  - 2.1. Buffet Lunch and AM/PM Snacks (11-13 December 2018)  
Php 1,050 X 24 pax X 3 days Php 75,600.00
  - 2.2. Dinner (11-13 December 2018)  
Php 600 X 24 pax X 3 days Php 43,200.00
  - 2.3. Function Room  
Php 4,200 X 3 Days Php 12,600.00

Inclusions:

  - Use of LCD projector and screen and laptops
  - Basic PA Sound System (e.g. microphone, speakers, and etc.)
  - Extension Cords

- Strictly with strong Wi-Fi connection
- Complimentary use of Business Center

3. Ground Transportation: Php 48,000.00

Three (3) Units of Van

(Php4,000 X 3 Units X 4 days) Php 48,000.00

- Service Vehicle during the event in Dumaguete
- Inclusive of the Meals of the Driver
- Inclusive of Fuel and other expenses such as toll and parking fees

4. TOTAL BUDGET: Php 419,808.00

5. Tour Operator must be DOT Accredited

6. Payment Procedure: Government Procedure

7. Contact Person:

Jim Ray R. Bagsic (Mr.)

Planning Officer II

Monitoring Division of Planning Service

Tel. No. (02) 459-5200 to 30 ext. 620

Email: bagsicjimray@gmail.com; dot.planningservice@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)
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** 06/11/2018

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