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Friday, December 13, 2019 09:05 AM

Norjannah Lucman

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Reference Number 6752464
Procuring Entity DEPARTMENT OF TOURISM
Title SEAIMD and ADCPC Year End Assessment Workshop
Area of Delivery Metro Manila

 [Printable Version](#)

Solicitation Number:	2019-12-375	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	2
Classification:	Goods	Document Request List	1
Category:	Events Management	Date Published	12/12/2019
Approved Budget for the Contract:	PHP 600,000.00	Last Updated / Time	12/12/2019 3:40 PM
Delivery Period:		Closing Date / Time	16/12/2019 10:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 norjannahlucman@gmail.com		

Description

TERMS OF REFERENCE

Procurement of Events Management Service Provider for the SEAIMD and ADCPC Year End Assessment Workshop on December 18, 2018

A. WORKSHOP FACILITATOR

Requirements:

1. Provision of at least 4-5 group activities for the workshop proper
2. Provision of workshop materials and paraphernalia
3. Facilitator/s for the workshop activities

B. FUNCTION ROOMS AND MEALS

Requirements:

1. Function room for workshop that can accommodate thirty (30) persons in round table setup, a registration table; and a secretariat table.

Inclusions:

- a. unlimited wireless internet access
- b. free-flowing coffe/tea
- c. rostrum with microphone
- d. one unit LCD Projector and screen with HDMI cable
- e. basic audio visual equipment including but not liited to 2 wireless mics, 1 wired mic, audio cable from sound system to PC
- f. pads, pencils and mints
- g. one whiteboard
- h. two flipachers with marckers
- i. at least 3 power extension wires
- j. floor area of at least 100 sqm
- k. ceiling height of at least 3 meters

2. Functin 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 visuals equipment but not limited to 3 wireless mics, audio cable from sound system to PC

Meals: AM Snacks, Buffet Lunch, PM Snacks

No. Pax: 70

C WORKSHOP COLLATERAL/SKITS

Requirements:

1. Packaged assorted local products for 70 pax

D. QUALIFICATION FOR PROPONENTS:

1. Venue must be DOT Accredited and based in Metro Manila
2. Must be willing to provide service on a send-bill arrangement (government procedure)

E. APPROVED BUDGET FOR THE CONTRACT:

Six Hundred Thousand Pesos (PhP600,000.00), inclusive of all applicable charges and taxes

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM
1	Events Management	Facilitator, Venue and Meals	1	Lot

Other Information

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Section, 351 Sen. Gil Puyat Avenue, Makati City

ELIGIBILITY REQUIREMENTS:

1. Class "A" Documents:

a. Registration certificate from Securities and Exchange (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and

b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the perspective bidders is located, or the equivalent for Exclusive Economic Zones or Areas; and

(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, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184

For individual consultants not registered under a sole proprietorship, a BIR Certification of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit; and

c. Philgeps Registration Number

d. Latest Income/Business Tax Return (For ABCs above Php500K)

e. Professional License/Curriculum Vitae/Company Profile

f. List of completed and ongoing projects for government and private contracts.

g. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)

h. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Norjannah P Lucman
Date Created 11/12/2019

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