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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6751894
Procuring Entity DEPARTMENT OF TOURISM
Title FORUM ON PHILIPPINE TOURISM COOPERATION-January 31, 2020
Area of Delivery

Solicitation Number:	2019-12-0373	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 419,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	12/12/2019
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	Last Updated / Time	11/12/2019 16:06 PM
		Closing Date / Time	16/12/2019 14:00 PM

Description

TERMS OF REFERENCE

Services of a Travel and Tour Operator
 Forum on Philippine Tourism Cooperation
 31 January 2020 | Manila, Philippines

I. Background

The Department of Tourism (DOT), as the main body responsible for the development and promotion of the tourism industry, has the inherent task of engaging with its private sector partners towards the achievement of its mandate. Republic Act (RA) 9593 also known as the Tourism Act of 2009 outlines the role of private sector in tourism development in its several provisions.

The DOT currently engages with the private sector through the Tourism Congress of the Philippines, created by virtue of RA 9593. However, there is still room for a more effective collaboration between and among government bodies and the private sector, especially on consultation regarding the current needs and proposed directions that can be considered and incorporated in the design of the programs and initiatives that the Department is pursuing.

The Forum on Philippine Tourism Cooperation is initiated by the Department of Tourism to respond to the need to reach out to private sector partners. As the manager of the Philippine tourism industry, the Department will organize forums, meetings and consultation sessions with relevant tourism players to give the latest information in the tourism industry, international tourism cooperation, reports on industry performance, tourism forecasts, policy updates emanating from the Department and international partners, and other such information that may be beneficial to

their operations.

II. Items/Services

VENUE AND MEALS

- Complementary use of a function/convention room good for 150 pax
- Provisions for 100 pax, Round table or classroom setup
- Provision of LED/LCD projector setup (Digital projector – 6000 Lumens)
- Provision of sound system with five (5) units of wireless microphones and three (3) stand microphones
- Provision of registration area (Foyer)
- Provision of stage/platform and rostrum
- Provision of notepad and pencil
- With complementary Wi-Fi access
- With complementary parking
- Venue must be a DOT Accredited Hotel (at least 4-star)
- Venue within Makati CBD, Manila Bay Area or Pasay City

- Provision of AM/PM Snacks and Buffet Lunch for 150 pax
- Provision of free-flowing coffee and tea
- Provision of mints/candies

Subtotal amount: Php 300,000.00

TRANSPORTATION

- Must provide one (1) unit of van (service vehicle) on 31 January 2020 for 10 pax
- Inclusive of fuel, toll and parking fees, driver's fee and meals, and all applicable charges
- Must be DOT accredited tourist transport service

Subtotal amount: Php 9,000.00

COLLATERALS

- Provision of conference kits and tokens for 150 pax
- Provision of tokens for presenters and speakers 20 pax

Subtotal amount: Php 110,000.00

III. Breakdown of Budget:

Venue and Meals : Php 300,000.00

Transportation : Php 9,000.00

Collaterals : Php 110,000.00

TOTAL : PHP 419,000.00

Note:

- The winning bidder is requested to designate a coordinator who will be assisting during the duration of the event.

IV. Other requirements: Must be a DOT accredited Travel and Tour Operator

V. Payment: Government Procedure

VI. Contact details:

Prepared by: Ms. Jan Alexandra B. Tobias
 Policy Formulation and International Cooperation Division
 8459-5200 to 30 local 514
 jbtobias@tourism.gov.ph

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.

Created by TERESITA A. ROMANES

Date Created 11/12/2019

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