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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6649529
Procuring Entity DEPARTMENT OF TOURISM
Title DISASTER RISK REDUCTION SEMINAR-December 04-06, 2019

Area of Delivery

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | 2019-11-0306 | 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 | 14/11/2019 |
| Approved Budget for the Contract: | PHP 257,250.00 | Last Updated / Time | 13/11/2019 11:40 AM |
| Delivery Period: | | Closing Date / Time | 18/11/2019 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
(Tour Operator)

PROJECT: DISASTER RISK REDUCTION SEMINAR

I. MINIMUM REQUIREMENTS FOR SUPPLIERS (ACCOMMODATION AND BANQUET):

- Must be a DOT- Accredited hotel/establishment;
- Must be able to provide banquet and accommodation arrangement for thirty-two (32) pax;
- Must be able to provide a Function Room that can accommodate thirty-two (32) pax.
- Must be located in Antipolo, Rizal.

II. SCOPE OF WORK/DELIVERABLES:

- LIVE - IN TRAINING/SEMINAR PACKAGE IN ANTIPOLO, RIZAL AREA ON DECEMBER 04 - 06, 2019.

A. ACCOMMODATION REQUIREMENTS

Eight (8) Standard Twin- Sharing (i.e. 2 beds) and Six (6) Standard Triple (i.e. 3 beds) hotel room accommodation with breakfast:

Eight (8) Twin-Sharing Rooms x Two (2) Nights


Six (6) Triple-Sharing Rooms x Two (2) Nights

Check - in: December 04, 2019


Check – out: December 06, 2019


(Hotel should be open for cancellation of room booking once not occupied by the participants)


B. BANQUET REQUIREMENTS

 Banquet Arrangement with Dinner


(Including the resource person and secretariat)

 Three (3) AM Snacks, Lunch, PM Snacks and Dinner


 32 Pax


 Training Venue


Inclusions:


 Use of Function Room w/ Rostrum/ Registration Table for the secretariat/two (2) microphones and free flowing coffee and tea


7:00 am – 7:00 pm


 Free Wi-Fi access

 Audio Visual Equipment (with dedicated technician for the duration of the event – December 04 - 06, 2019)

 LED Projector/Wide Screen

 Standard Audio/PA System

 Free use of Whiteboard with Pens

 Pens and Pads

 APPROVED BUDGET FOR THE ACCOMMODATION AND BANQUET:


- Two hundred Eighteen Thousand Pesos (PhP215,250.00) inclusive of applicable tax.


II. MINIMUM REQUIREMENTS FOR SUPPLIERS (TRANSPORTATION):


- Must be a DOT- Accredited Transportation Service Provider;
- Must be able to provide transportation service for thirty-two (32) pax.


 SCOPE OF WORK/DELIVERABLES:


- TRANSPORTATION REQUIREMENTS/NCLUSIONS:

 One (1) Unit of Air Conditioned Bus with Driver for thirty-two (32) pax.

 Driver's Fee, Fuel, Meals, Insurance, Toll and Parking Fees.

 Equip with Audio and Video System

 Pick-up – DOT Makati to Antipolo, Rizal (December 04, 2019)

 Pick-up – Antipolo, Rizal to DOT Makati (December 06, 2019)

 APPROVED BUDGET FOR THE TRANSPORTATION:

- Forty – two Thousand Pesos (PhP42, 000.00) inclusive of applicable tax.

 CONTACT PERSON:

- MR. JOSEPH R. PASTRANA – Training and Development Division

pastranajoseph@gmail.com

- MR. ALFREDO Evangelista – Training and Development Division

meno_44@yahoo.com

 CONTACT NUMBER:

- 459 – 5200 to 5230 Local 318

Prepared by:

JOSEPH R. PASTRANA
Administrative Officer IIIW

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 13/11/2019

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