



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5926571  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Administrative Service Year-End Assessment-Baguió-January 28-30, 2019  
**Area of Delivery**

<b>Solicitation Number:</b>	2018-12-0421	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	20/12/2018
<b>Approved Budget for the Contract:</b>	PHP 845,020.00	<b>Last Updated / Time</b>	19/12/2018 16:48 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	26/12/2018 14:00 PM
<b>Client Agency:</b>			
<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  
 ADMINISTRATIVE SERVICE YEAR-END ASSESSMENT  
 January 28-30, 2019

#### LOT I. ACCOMMODATION, VENUE AND MEALS

##### SPECIFICATIONS:

No. of Pax: 80 pax  
 Provider must be DOT Accredited Resort/Hotel/Travel Agency/Tour Operator  
 Area: Baguió City

##### SEMINAR FUNCTION ROOMS/ACCOMMODATION

Check in: January 28, 2019; Check-out: January 30, 2019  
 40 Deluxe Rooms (Twin Sharing)  
 Php 4,500.00 net x 2 nights x 40 rooms  
 \*inclusive of buffet breakfast  
 Sub-total = Php 360,000.00

##### MEAL ARRANGEMENTS

January 28, 2019  
 PACKAGE RATE: Php 1,750.00/pax x 80 pax = Php 140,000.00  
 (includes Buffet Lunch with complimentary juice,  
 PM Snacks, Buffet Dinner with complimentary juice)

##### January 29, 2019

PACKAGE RATE: Php 1,900.00/pax x 80 pax = Php 152,000.00  
 (includes AM Snack, Buffet Lunch with complimentary  
 juice, PM Snack, Buffet Dinner with complimentary juice)

January 30, 2019

PACKAGE RATE: PhP 900.00/pax x 80 pax = PhP 72,000.00  
(includes AM Snack and Buffet Lunch with complimentary juice)

Sub-total = PhP 364,000.00

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TOTAL = PhP 724,000.00

**INCLUSIONS:**

- Seminar venue/function room for three (3) days
- White boards, projector, laptop, microphones, rostrum, and sounds system
- Two (2) Buffet Breakfast/Two (2) A.M. Snacks/ Two (2) PM Snacks/Three (3) Buffet Lunch/Two (2) Buffet Dinner
- Writing materials, eraser, pencils and pens
- Portable stage platforms
- Flowing coffee, tea, candies and mint, drinking water during the duration of the workshop
- Use of swimming pool and other facilities/amenities
- Use of Team-Building activities including team-building facilitator/s
- Provision for parking area
- All taxes and service charge

**LOT II. TRANSPORTATION**

SPECIFICATIONS: Two (2) units (49 -seater Bus)

No. of Participants: 80 pax

Provider must be DOT Accredited

Area: Baguio City

Land transfer from DOT-Makati Office to Baguio City

January 28, 2019 (5:00 a.m.)

Pick-up DOT -Makati Office /Drop -off Baguio City

January 30, 2019 (1:00 p.m.)

Pick -up Baguio City / Drop-off DOT-Makati Office

Bus: PhP 60,510.00/unit x 2 buses = PhP 121,020.00 Sub-total = PhP 121,020.00

**INCLUSIONS:**

- 49- seater air-conditioned bus and coaster
- Equipped with audio/video entertainment/wifi
- Driver's fee, fuel, driver's meals and passenger insurance
- Inclusive of toll and parking fees
- Bus to stay for the duration of the workshop
- MAPSA Permit

**II. TERMS OF PAYMENT**

Government Procedure

**III. TOTAL BUDGET:**

ACCOMMODATION, VENUE AND MEALS = Php 724,000.00

TRANSPORTATION = Php 121,020.00

TOTAL = Php 845,020.00

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**IV. CONTACT PERSON: WILSON J. TELIG**

Tel. No. 459-5200 to 30 loc. 427

Email : beethoven\_gw@yahoo.com

Prepared by: Recommending Approval:

WILSON J. TELIG VERNIE V. MORALES

Chief, Training and Development Division Director, Administrative Service

Approved/Disapproved:

ATTY. REYNALDO L. CHING

OIC-Undersecretary for Administration

**Other Information**

Partial bids are allowed. All Goods are grouped in lots listed above. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

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. Valid 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** 19/12/2018

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