



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5622716
Procuring Entity DEPARTMENT OF TOURISM
Title Gender Mainstreaming Evaluation Framework Workshop for DOT GAD Focal Point System (October 3-6, 2018) (2nd posting)
Area of Delivery Metro Manila

Solicitation Number:	2018-09-0247	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:	Hotel and Lodging and Meeting Facilities	Document Request List	0
Approved Budget for the Contract:	PHP 394,700.00		
Delivery Period:	3 Day/s		
Client Agency:		Date Published	11/09/2018
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	Last Updated / Time	10/09/2018 16:49 PM
		Closing Date / Time	14/09/2018 10:00 AM

Description

TERMS OF REFERENCE
(Training/Workshop Package)

I. PROJECT: GENDER MAINSTREAMING EVALUATION FRAMEWORK WORKSHOP FOR DOT GAD FOCAL POINT SYSTEM

II. PURPOSE/OBJECTIVES:

The DOT-GAD Focal Point System (DOT-GFPS) is in need of the services of a DOT-Accredited Hotel in Makati area engaged in the business for providing accommodation and training/seminars.

The capacity-building activity aims to increase the level of competency of the GFPS members in utilizing GAD mainstreaming tools to be able to effectively perform their mandated functions.

III. BACKGROUND:

1. Training/workshop package

a.) Participants: DOT-Main and Regional GFPS

b.) No. of Pax: 40 pax

c.) Training Period/ Venue: October 4-5, 2018

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a Four (4) Star DOT-Accredited Hotel located in Makati City
- Must be willing to provide services on a send-bill arrangement
- Function Room that can accommodate Forty (40) pax to be used from 7:00 AM to 7:00 PM on October 4-5, 2018
- At least Twenty (20) complimentary parking coupons for the DOT officials/attendees

V. SCOPE OF WORK/DELIVERABLES**A. THREE (3) OVERNIGHT ACCOMMODATION WITH MEALS**

- Twelve (12) Twin-Sharing Rooms with buffet breakfast
- Check in October 3, 2018/Check out October 6, 2018
- Two (2) Complimentary Rooms for the DOT-GFPS Secretariats

B. MEALS and VENUE SET-UP**VENUE SET-UP**

- Physical arrangement/set-up
 - Herringbone or Fishbone style
- Provision of the following amenities/equipment:
 - Use of LCD Projector and Wide Screen
 - Tarpaulin Backdrop (if necessary)
 - Basic Sound/PA System
 - Outlets/extension cords for laptops
 - Dedicated Technician for the whole duration of event
 - Podium/Rostrum with 2-3 microphones
 - Registration Table
 - Provision of pads and pencils
 - Provision of free flowing coffee, tea and candy mints and chips during the seminar
 - Tokens for the participants

MEALS

- October 3, 2018 (based on actual number of pax)
 - A la carte Dinner
- October 4, 2018 (40 pax)
 - Buffet Lunch
 - AM/PM Snacks
 - A la carte Dinner (based on actual number of pax)
- October 5, 2018 (40 pax)
 - Buffet Lunch
 - AM/PM Snacks
 - A la carte Dinner (based on the actual number of pax)

VI. APPROVED BUDGET FOR THE CONTRACT:

THREE HUNDRED NINETY-FOUR THOUSAND SEVEN HUNDRED PESOS ONLY (P394,700.00)
inclusive of applicable taxes

Note:

- Open to special arrangements in case number of participants of the same sex is not met.
- The hotel should be open for cancellation of room booking once not occupied by the participants.
- Billing for Meals to be incurred on October 3 to 6 will be based on an actual number of pax.

VII. TERMS OF PAYMENT

Payment terms shall follow the usual government procedure

VII. CONTACT PERSON:

SUSAN S. NAGTALON / DIMPLE A. SANTOS
DOT-GAD Secretariat
Telephone: 459-5200 to 5230 local 409/410

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. Original or certified true copy of duly notarized Omnibus Sworn Statement
4. DOT Accreditation certificate

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 ANDRIN ROMANES

Date Created 10/09/2018

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