



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number:** 5584675  
**Procuring Entity:** DEPARTMENT OF TOURISM  
**Title:** Administrative Service Intervention for Regional Offices' Administrative Officers (September 9-13, 2018)

#### Area of Delivery

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2018-08-0216   | <b>Status</b>                | Pending             |
| <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>                         | Hotel and Lodging and Meeting Facilities   | <b>Date Published</b>        | 24/08/2018          |
| <b>Approved Budget for the Contract:</b> | PHP 288,000.00   | <b>Last Updated / Time</b>   | 23/08/2018 15:28 PM |
| <b>Delivery Period:</b>                  |  | <b>Closing Date / Time</b>   | 28/08/2018 16:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | TERESITA ANDRIN<br>ROMANES<br>Admin. Assistant V<br>#351 Sen. Gil Puyat Avenue<br>Makati<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-2-8900189<br>63-2-8900189<br>t_romanesh@yahoo.com.ph |                              |                     |

#### Description

##### TERMS OF REFERENCE

ADMINISTRATIVE SERVICE INTERVENTION FOR REGIONAL OFFICES' ADMINISTRATIVE OFFICERS (September 9-13, 2018)

##### ACCOMMODATION

##### I. SPECIFICATIONS:

Standard Twin-sharing Hotel Room Accommodation (inclusive of breakfast)  
 Provider must be DOT Accredited  
 Area: Makati City  
 Check-in Time: 12:00 NN of September 9, 2018  
 Check-out Time: 12:00 NN of September 13, 2018

##### II. ACCOMMODATION AND MEALS:

PhP 4500.00/pax x 16 rooms x 4 nights  
 (September 9-13, 2018) = PhP 288,000.00

##### III. TERMS OF PAYMENT

Government Procedure (on a send-bill arrangement)

IV. TOTAL BUDGET:  
Accommodation = PhP 288,000.00  
TOTAL = PhP 288,000.00

V. CONTACT PERSON: CONCHITA G. JOCSON/JUVY A. ABAROA  
Trunkline: 459-5200 local 408  
Email: chitjocson128@gmail.com  
jaabaroa@tourism.gov.ph

Prepared By: Recommending Approval:

SOFIA C. PAGSUYUIN VERNIE V. MORALES  
Chief, HRD Director, Administrative Service

Approved/Disapproved:

ATTY. REYNALDO L. CHING  
OIC-Undersecretary,  
Administration and Special Concerns

**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** 23/08/2018

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