



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6932987  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** WORKSHOP ON THE DEVELOPMENT OF MONITORING AND EVALUATION TOOL IN ROXAS CITY ON 01-04 April 2020

#### Area of Delivery

<b>Solicitation Number:</b>	2020-03-0046	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 501,350.00	<b>Date Published</b>	13/03/2020
<b>Delivery Period:</b>		<b>Last Updated / Time</b>	12/03/2020 09:58 AM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	16/03/2020 14:00 PM
<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  
 WORKSHOP ON THE DEVELOPMENT OF  
 MONITORING AND EVALUATION TOOL  
 01-04 April 2020 | Roxas City, Capiz

1. Requirement: DOT-Accredited Tour Operator

1.1 Accommodation Requirements: Php 234,600.00

- (Twin-Sharing) (Php 4,600/Night X 17 Rooms X 3 Nights)
- Type of Accommodation : Hotel/Resort
- Check-In : 01 April 2020
- Check-Out : 04 April 2020
- Occupancy : Twin Sharing
- No. of Rooms : Seventeen (17) Rooms
- Location : Within Roxas City, Capiz
- Inclusions : Breakfast

- Must be a DOT Accredited Establishment
- Rooming List will be provided by the Project Officer/End user
- With Airport pick-up and drop-off

1.2 Meals and Function Room Requirements: Php 224,750.00

1.2.1 Meals

Lunch, AM/PM Snacks (01-03 April 2020)

Lunch Php 800.00

AM Snacks Php 350.00

PM Snacks Php 350.00

TOTAL Php 1,500.00

- Php 1500/pax x 31 pax x 3 days Php 139,500.00

AM Snacks (04 April 2020)

- Php 350/pax x 31 pax Php 10,850.00

Dinner (01-03 April 2020)

- Php 800/pax x 31 pax x 3 nights Php 74,400.00

Menu shall be subject to the approval of the Project Officer or End User

1.2.2 Use of Function Room (01-03 April 2020)

Use of LCD projector, screen and laptop

Basic PA Sound System (e.g. microphone, speakers, etc.)

Extension Cords

Strong Wi-Fi connection

Provide writing materials and necessary supplies during the event

Complimentary use of Business Center

1.3 Ground Transportation: Php 42,000.00

- Three (3) Units of Van

Php 3500/unit X 3 Units x 4 days

Serve as service vehicle for secretariat and for the participants - including service during dinner outside for the duration of activity

Inclusive of Meals and Accommodation of the Driver

Inclusive of Fuel and other expenses such as toll, parking fees and entrance fees

1.4 TOTAL BUDGET: Php 501,350.00

1.5 Payment Procedure: Government Procedure

1.6 Contact Persons:

Mr. Jim Ray R. Bagsic

Monitoring Division of Planning Service

Tel. No. (02) 459-5200 to 30 ext. 418

Email: dot.monitoringdivision@gmail.com

Prepared by:

JIM RAY R. BAGSIC

Planning Officer II

**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** 12/03/2020

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