



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5770182
Procuring Entity DEPARTMENT OF TOURISM
Title DOT-DPWH Convergence Workshop
Area of Delivery

Solicitation Number:	2018-10-0342	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 - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	01/11/2018
Approved Budget for the Contract:	PHP 996,000.00	Last Updated / Time	31/10/2018 16:52 PM
Delivery Period:	3 Day/s	Closing Date / Time	06/11/2018 14:00 PM
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

the DOT is in a need of a DOT travel and tour operator based in Metro Manila to provide the program requirements for the DOT-DPWH National Conference on Tourism Roads Infrastructure Program as stated below.

II. Items I Services

Venue Rental/Conference Hall

- Must provide function room good for 115 pax on either round tables or classroom setup located in MOA Complex/CCP Complex
- Must provide AM/PM Snacks and Buffet Luncheon good for 115 pax (selection of menu for end user approval)
- Must provide free-flowing coffee and tea
- Buffet lunch with one (1) round of drinks either iced tea, soda or fruit juice
- Must provide complimentary internet access
- Must provide complimentary parking passes
- Must not have pillars inside the hall that might cause blockage to the view of some participants seated at the back
- Must have good lighting inside the venue/conference hall
- Must provide podium, rostrum, stage, microphones, extension cords and backdrop
- Must provide whiteboard with marker
- Free use of LCD with projector and screen
- Costs must be inclusive of all fees related to rental of venue, etc. Accommodation
- Must be a DOT Accredited (at least 3 Star) hotel located in MOA complex and must be within 2.5kms from the conference venue
- Provision of thirty-eight (38) twin sharing rooms
- Period: 14- 17 November 2018 (3 nights)
- Must come with complimentary breakfast

- Must provide complimentary internet access
- Must provide complimentary parking spaces

III. Transportation

- Provide two (2) units of Service Van, 15- 16 November 2018 (2 days)
- Shuttle service for secretariat and DOT regional staff from event venue to accommodation I dinner venues (within Metro Manila)
- Must be inclusive of fuel, driver's fee and meals, toll fee, parking fee and overtime rates

IV. Total Amount for the Project: Php 996,000.00 (inclusive of all taxes)

V. Other Requirements: Must be a DOT Accredited Travel and Tour Operator

VI. Payment: Government Procedure -Send Bill Arrangement

VII. Contact Details:

Mr. Christian Ray P. Lingat or Ms. Ma. Ila Jeanne Perez
Office of the Undersecretary for Tourism Regulation, Coordination and
Resource Generation and Convergence
459-5200 to 30 local 615
cplingat@gmail.com I mfperez@tourism.gov.ph

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. Latest annual Income Tax Return (For ABC's above Php500K)
4. Business Tax Return (latest, monthly or quarterly for ABC's above Php500K)
5. Original or certified true copy of duly notarized Omnibus Sworn Statement
6. DOT Accreditation certificate (valid)

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

Created by TERESITA A. ROMANES

Date Created 31/10/2018

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