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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5309621
Procuring Entity DEPARTMENT OF TOURISM
Title GENDER SENSITIVITY AND GENDER ANALYSIS TRAINING FOR GAD FOCAL POINT SYSTEM- May 2-5, 2018

Area of Delivery

Solicitation Number:	2018-04-0139	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Travel, Food, Lodging and Entertainment Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 741,000.00		
Delivery Period:		Document Request List	0
Client Agency:			
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	Date Published	24/04/2018
		Last Updated / Time	24/04/2018 00:00 AM
		Closing Date / Time	27/04/2018 10:02 AM

Description

TERMS OF REFERENCE
(Training/Workshop Package)

I. PROJECT: GENDER SENSITIVITY AND GENDER ANALYSIS TRAINING FOR GFPS

II. PURPOSE/OBJECTIVES:

The DOT-GAD Committee is in need of the services of a DOT-accredited tourism enterprise in the Philippines engaged in the business providing transport, accommodation, training/seminar packages handling or coordinating arrangements for such.

The training aims to increase the level of competency and knowledge of the existing and newly reconstituted GAD Focal Point System.

III. BACKGROUND:

1. Training/workshop package

a.) Participants : DOT-Main and Regional GFPS

b.) No. of Pax : 40 pax

c.) Training Period/Venue : May 1 to 6, 2018 (inclusive of travel time)

Nasugbu, Batangas

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-Accredited Tourism Enterprise
- Must be willing to provide services on a send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

LOT 1. TRANSPORTATION

A. BUS HIRE

Bus hire for the following schedule:

- May 2 – Makati to Nasugbu, Batangas
- whole day rental
- May 5 – Nasugbu, Batangas to Makati
- whole day rental

B. CAR/SEDAN HIRE

Car/Sedan hire for:

- May 2 – Makati to Nasugbu
- whole day rental

*Inclusive of Driver's Meal, Toll and Parking Fee

APPROVED BUDGET FOR THE CONTRACT:

SIXTY ONE THOUSAND PESOS ONLY (P61,000.00)
inclusive of applicable taxes

LOT 2. ACCOMMODATION WITH MEALS

A.) Two (2) Overnight Accommodation with meals within Makati City

a.1 Ten (10) Twin-Sharing Rooms

- Check in May 1, 2018/Check out May 2, 2018
- Dinner
- Breakfast

a.2 Ten (10) Twin-Sharing Rooms

- Check in May 5, 2018/Check out May 6, 2018
- Dinner
- Breakfast

APPROVED BUDGET FOR THE CONTRACT:

ONE HUNDRED TEN THOUSAND PESOS ONLY (P110,000.00)
inclusive of applicable taxes

LOT 3. LIVE-IN SEMINAR PACKAGE

A. Four (4) days and Three (3) Nights with Full Board Meals in Nasugbu, Batangas

a.1 Twenty (20) Twin Sharing Rooms

- Check in May 2, 2018/Check out May 5, 2018

B. Meals for Forty (40) Pax

b.1 May 2, 2018

- Buffet Lunch
- AM/PM Snacks
- Buffet Dinner

b.2 May 3, 2018

- Buffet Breakfast
- Buffet Lunch
- AM/PM Snacks
- Buffet Dinner

b.3 May 4, 2018

- Buffet Breakfast
- Buffet Lunch
- AM/PM Snacks
- Networking Dinner

b.4 May 5, 2018

- Buffet Breakfast
- AM Snacks

C. VENUE AND SET-UP

- Function Room that can accommodate Forty (40) pax

- Use of Function Room will be from 7:00AM to 7:00PM on May 2-4, 2018
- Provision of the following amenities/equipment:
 - Use of LCD Projector and Wide Screen
 - Tarpaulin Backdrop (if necessary)
 - Basic Sound/PA System
 - 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
- Physical arrangement/set-up
 - Herringbone or Fishbone style
- Available and use of recreational facilities

APPROVED BUDGET FOR THE CONTRACT:

FIVE HUNDRED SEVENTY THOUSAND PESOS ONLY (P570,000.00)
inclusive of applicable taxes

VI. TOTAL APPROVED BUDGET FOR THE CONTRACT:

SEVEN HUNDRED FORTY ONE THOUSAND PESOS ONLY (P741,000.00)
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 May 1 and 5 will be based on actual number of pax.

VII. TERMS OF PAYMENT

Payment terms shall follow the usual government procedure

VIII. CONTACT PERSON:

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

NOTE: The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

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 annual Income/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 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 ANDRIN ROMANES

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