



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6262958
Procuring Entity DEPARTMENT OF TOURISM
Title Awareness Seminar on Diving in the Philippines-Mabini, Batangas July 18-20, 2019
Area of Delivery

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | 2019-06-0130 | 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 | Document Request List | 0 |
| Category: | Travel, Food, Lodging and Entertainment Services | Date Published | 20/06/2019 |
| Approved Budget for the Contract: | PHP 164,650.00 | Last Updated / Time | 19/06/2019 13:54 PM |
| Delivery Period: | | Closing Date / Time | 24/06/2019 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

TERMS OF REFERENCE

- I. BIDDER : Service Provider
- II. PROJECT TITLE : Awareness Seminar on Diving in the Philippines
- III. PROJECT DATE : July 18-20, 2019

IV. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

1. Must be accredited by the DOT
2. Must be PHILGEPS Registered
3. Must be willing to provide services on send-bill arrangement

V. DELIVERABLES

A service provider that will be in-charge of the following:

1. Provision of travel insurance for each personnel in case of emergency trip cancellation or emergency trip termination;
2. TRANSPORTATION
 - A. Van Transfer
 - Date Itinerary # of Van # of Pax
 - 18 July 2019 Manila (five pick-up points) to Venue 1 6
 - 20 July 2019 Venue to Manila (five drop-off points) 1 6
3. ACCOMMODATION (inclusive of Breakfast)

Date Type of Room # of Room/s # of Day/s

18-20 July 2019 Single Occupancy-with Breakfast 4 3 days/2 nights

18-20 July 2019 Double Occupancy with Breakfast 1 3 days/2 nights

*Preferably within Anilao, Mabini, Batangas

4. FUNCTION ROOM AND EQUIPMENT

DATE: July 19, 2019

- Venue good for thirty six (36) pax
- Use of the venue for nine (9) hours from 8:00 am to 4:00 pm
- Lunch with one (1) round of drink for thirty six (36) pax
- AM and PM Snacks with one (1) round of drink for thirty six (36) pax
- Free flowing coffee and tea during the meeting
- Water station, mints, pads, and pencils during the meeting
- Complimentary use of one (1) LCD screen with projector
- Registration table and two (2) flipcharts with markers
- Basic sound system with two (2) wired or wireless microphone
- Assigned service associate for the whole duration of the event
- High -speed WIFI Internet Access

5. MEALS

Date Meal/s to Consume # of Pax

19 July 2019 PM Snacks and Dinner 6

20 July 2019 Dinner 6

21 July 2019 AM Snacks 6

VI. APPROVED BUDGET

TOTAL: PHP 164,650.00

VII. TERMS OF PAYMENT

- Send bill arrangement
- Government Procedure

VIII. CONTACT DETAILS

Contact Person : Shaliane L. Carvajal

Office : Philippine Commission on Sports SCUBA Diving

Contact Number : (02) 459-5200 loc. 510 or (02) 524-2242

Email Address : shalianecarvajal.pcssddot@gmail.com

Contact Number : (02) 459-5200 local 510 or (02) 524-2242

Email Address : morefun@divephilippines.com.ph or shalianecarvajal.pcssddot@gmail.com

Noted by:

ROWENA M. SORIOSO

Officer-In-Charge, Philippine Commission on Sports SCUBA Diving and
Head, Office of Product and Market Development- Dive

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 or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. 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

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Date Created 19/06/2019

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