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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6148491
Procuring Entity DEPARTMENT OF TOURISM
Title Training-Workshop on Data Visualization and Statistical Writing - Clark, Pampanga (7-10 May 2019)

Area of Delivery

Solicitation Number:	2019-04-0059	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	13/04/2019
Approved Budget for the Contract:	PHP 763,600.00	Last Updated / Time	12/04/2019 15:39 PM
Delivery Period:		Closing Date / Time	16/04/2019 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

Procurement of Travel and Tour Service Operator for the Training-Workshop on Data Visualization and Statistical Writing 7-10 May 2019 in Clark, Pampanga

The Training-Workshop on Data Visualization and Statistical Writing is part of the skills development of OTDPRIM staff in preparing statistical reports including analysis writing and infographics.

Requirements and Deliverables:

- A. Accommodation
- Must be DOT - Accredited Hotel
 - Must include Complimentary buffet breakfast and Wi-Fi connection
 - The function room must be located in the same hotel
 - Located in Clark Freeport, Angeles, Pampanga

INCLUSIVE DATES ROOM NO. OF ROOMS NO. OF NIGHTS

May 7,8,9 Double Occupancy 13 3
 May 7,8,9 Single Occupancy 4 3

B. Function Room and Meals Requirements:

Function room to accommodate thirty (30) persons in classroom set up, a registration table; and a secretariat table.

Inclusions:

- Spacious and high-ceiling function room, no distracting pillars
- Strong Wi-Fi access (Activities will heavily use internet)
- Free-flowing coffee and tea
- Pads, pencils, mint candies/chips
- Sound system with at least three (3) wireless microphones
- LCD projector and screen

- g. White board and markers
- h. Extension cords (for-laptops)

Meals for thirty (30) persons. Inclusions:

- a. Buffet set-up for lunch, plated set-up for AM and PM snacks
- b. Dinner should follow theme prescribed by the proponent (e.g. Filipino, International, Pampanga cuisine)

INCLUSIVE DATES FUNCTION ROOM AND MEALS NO. OF ROOMS NO. OF NIGHTS

May 7,8,9,10 AM Snack, Lunch Buffet, PM Snack (Tue-Fri) 30 4

May 7,8,9,10 Dinner Buffet (Tue-Thu) 30 3

C. Transportation

Requirements:

- a. Vehicle Type: One (1) 30-Seater Bus
- b. DOT Accredited Tourist Transport
- c. Whole day service
- d. Fully air conditioned
- e. Well-groomed driver, driver meals, fuel, parking fees and toll fees
- f. Includes insurance for passengers onboard
- g. Passengers: DOT Staff and Speakers

C. Supplies And Corporate Giveaways

Inclusive of workshop kits and tokens (eco-friendly products)

D. Qualifications for Proponents

1. Travel and Tour Service Operator must be DOT Accredited and based in Metro Manila
2. Must be willing to provide service on a send-bill arrangement (Government procedure)

E. Approved Budget for the Contract:

Seven Hundred Sixty-Three Thousand, Six Hundred Pesos (P763,600.00) – Inclusive of all applicable charges and taxes

CONTACT PERSON

Mr. SHERWYN RENZO G. RAMIREZ
Tourism Operations Officer I

Ms. RUSSEL N. DELA CRUZ
Tourism Operations Officer I

Statistics, Economic Analysis and Information Management Division
5th Floor, DOT Building 351 Sen. Gil Puyat Avenue, Makati City
Tel. No.: 459-5200 local 506 / 512
E-mail: mtreyes@tourism.gov.ph

Project Officer: Mr. Sherwyn Renzo G. Ramirez – sgramirez@tourism.gov.ph
Ms. Russel N. Dela Cruz – russel.delacruz21@gmail.com

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 _____

Created by TERESITA A. ROMANES

Date Created 12/04/2019

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