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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5199106  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Venue Requirement (MICE Roadmap Implementation Meeting)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-03-0069	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities		
<b>Approved Budget for the Contract:</b>	PHP 150,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	1 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	04-Mar-2018
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph	<b>Last Updated / Time</b>	04-Mar-2018 00:00 AM
		<b>Closing Date / Time</b>	07-Mar-2018 17:00 PM

#### Description

Meeting on the Implementation of the MICE Roadmap  
22 March 2018, 09:00am — 01:00 pm

#### TERMS OF REFERENCE

Venue Requirement

Background

Under the Philippine Development Plan 2011-2016, the government is tasked to formulate a comprehensive national industrial strategy that shall identify opportunities, coordinate, promote growth by forward and backward linkages in priority areas and high-potential growth sectors, and prepare other industries to attract investments and generate jobs.

Meetings, Incentives, Conventions and Exhibitions (MICE) is a tourism sector that provides a significant contribution to economic growth through revenue generation (tourism receipts) and job creation. A roadmap for the Philippine MICE Industry aims to give direction to the industry by positioning the country as a top MICE destination in the

ASEAN and the global market.

The development of the Philippine MICE Industry Roadmap is a project initiated by the Philippine Association of Convention/ Exhibition Organizers and Suppliers Inc. (PACEOS), with the assistance of the Department of Tourism (DOT) and the Department of Trade and Industry-Board of Investments (DTI-B01).

Upon its completion, the MICE Roadmap was presented to the stakeholders from different fields, such as the trade and tourism industries, national government agencies, and mass media during the Trade and Industry Development (TID) Updates of the DTI-B01 held in November 2017, and was subsequently launched last 18 January 2018. To date, the roadmap is currently on its pre-implementation phase. As an identified priority action plan, there is a need to create a Technical Working Group who shall oversee and steer the implementation of the road map.

On 22 March 2018, a MICE Roadmap Implementation Meeting shall be held to provide relevant agencies/ organizations further information on the MICE Roadmap and to solicit their inputs and support on the creation of the MICE Roadmap Technical Working Group. In this regard, the DOT is in need of a DOT Accredited Hotel located within Makati City as venue for the said meeting.

Requirement: DOT Accredited Deluxe Hotel Establishment

The said DOT Accredited Deluxe Hotel Establishment located within the Central Business District Area of Makati City shall provide the following requirements in connection with the conduct of the MICE Roadmap Implementation Meeting:

Must include the following services and amenities at the function room:

U-Shape set-up • LCD Projector and screen  
AM Snacks and Lunch for 60 pax • Wi-Fi Internet Connection  
Free flowing coffee/ tea • Waiter service on stand-by  
Mint candies/ chips • Technical person on stand-by

Approved Budget for the Contract: Php2,500 x 60 pax = Php150,000  
Inclusive of all applicable taxes

Contact Person: Mr. Elijah Joy S. Alonzo  
Policy Formulation and International Cooperation Division 459 52 00 local 514 or 506  
pdot.pfcd@gmail.com / alonzo.elijahjoy@gmail.com

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)
4. DOT Accreditation Certificate

Deadline for the submission of quotation: March 7, 2018 10:00 am.

**Created by** Maria Alma O Almazan  
**Date Created** 03-Mar-2018

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