



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5053849  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Hotel Accommodation, Meals, Venue use of Function Room (Management Committee Meeting)  
**Area of Delivery**

<b>Solicitation Number:</b>	2017-12-0425	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	13-Dec-2017
<b>Approved Budget for the Contract:</b>	PHP 412,500.00	<b>Last Updated / Time</b>	13-Dec-2017 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	18-Dec-2017 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

TERMS OF REFERENCE  
Management Committee Meeting  
19-21 December 2017  
Planning Service

- Requirement: 5-Star or Equivalent DOT-Accredited Hotel
  - 3 days / 2 nights accommodation for Regional Directors and Secretariat
  - 15 Twin-sharing Rooms
  - With buffet breakfast
  - Check-in: 19 December 2017
  - Check-out: 21 December 2017
  - Php 5,000/night x 15 rooms x 2 nights = Php 150,000.00
  - Meals
  - Meals for 20 December 2017 : Buffet Lunch for 50 pax  
: Buffet Dinner for 50 pax  
: AM & PM Snack for 50 pax
  - Meals for 19 December 2017 : Buffet Dinner for 50 pax
  - Menu for lunch and dinner should include beef, pork, fish (except fish fillet), chicken, vegetable, dessert, rice, salad with one round of drink
  - Php 262,500.00
- Inclusion:

- Complimentary use of function room that can accommodate at least 50 pax (setup to be determined) on 20 December 2017 with basic sound system; LCD projector; laptop; 2 microphones; free flowing coffee and water stations; pads, pencils, candies and mints.

- Complimentary use of Wi-Fi

2. Budget: Php 412,500.00

3. Location: Manila along Roxas Boulevard

4. Terms of Payment: Government Procedure – Send Bill Arrangement

5. Contact Person:

- Orlando Bryan Du | Alyssa Malabanan, Planning Service

- 459-5200 loc. 620 / 615

- dot.planningservice@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 Permit

2. PHILGEPs' Registration Number

3. BIR latest annual Income Tax Return (2016)

4. Omnibus Sworn Statement duly notarized 2017

5. Valid DOT Accreditation certificate

PLEASE ALWAYS INDICATE BOOKING CLASS and AIRLINE RATE

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 ANDRIN ROMANES

**Date Created** 12-Dec-2017

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