



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5145012
Procuring Entity DEPARTMENT OF TOURISM
Title Hotel Accommodation, Meals and Venue (QMS Documentation Training February 22-24, 2018)
Area of Delivery

Solicitation Number:	2018-02-0043	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	08-Feb-2018
Approved Budget for the Contract:	PHP 82,200.00	Last Updated / Time	08-Feb-2018 00:00 AM
Delivery Period:		Closing Date / Time	12-Feb-2018 10:00 AM
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		

Description

1. Requirement: DOT-Accredited Hotel | DOT Accredited Tour Operator
 - 1.1 Accommodation
 - 3 days / 2 nights accommodation for 4 pax
 - Twin-sharing Room (2 Rooms)
 - With breakfast
 - Complimentary Wi-Fi
 - Complimentary Bottled Water
 - Check-in: 22 February 2018
 - Check-out: 24 February 2018
 - 2 rooms x Php 4,800 x 2 nights = Php 19,200.00
 - Open to special arrangement in case the number of participants of the same sex is not met. Likewise, the hotel is open for cancellation of room booking once not occupied by the participants.
 - For tour operators, hotel of choice must be DOT-Accredited.
 - 1.2 Meals and Venue
 - 23 February 2018: AM/PM Snacks and Buffet Lunch for 35 pax
 - 35 pax x 1,800/pax = Php 63,000.00
 - Inclusions:
 - Menu for buffet lunch should include soup, beef, fish, pork or chicken, vegetable, dessert, rice, salad with one round of drink;
 - Complimentary use of function room (classroom setup) that can accommodate at least 35 pax for from 0700H – 1900H with basic sound system; LCD projector and screen; 1 laptop; 2 flipcharts; 2 whiteboards with markers; extension cords; 4 microphones; free flowing coffee, tea and water stations; pads, pencils, candies and mints; standby banquet staff and IT personnel; use of function room could be extended in case the training exceeded the

- allotted number of hours;
- Complimentary use of break-out room adjacent to the main function room;
 - Complimentary use of Wi-Fi;
 - Subject to special arrangement in case the target number of participants is not met or exceeded.
2. Budget: Php 82,200.00
 3. Location: Within Makati City
 4. Terms of Payment: Government Procedure | Send Bill Arrangement
 5. Contact Person:
 - Lani Jaraplasan | Coline Malabanan
 - +632 459-5200 local 620 | 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/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

NOTE : For Land Bank Payment Purposes:

Bank's Name _____
Bank's Account Number _____

Created by TERESITA ANDRIN ROMANES

Date Created 07-Feb-2018

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