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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5121457
Procuring Entity DEPARTMENT OF TOURISM
Title Hotel Venue, Accommodation (February 27 to March 02, 2018)
Area of Delivery

Solicitation Number:	2018-01-0027	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	26-Jan-2018
Approved Budget for the Contract:	PHP 220,000.00	Last Updated / Time	26-Jan-2018 00:00 AM
Delivery Period:		Closing Date / Time	30-Jan-2018 14:00 PM
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

TERMS OF REFERENCE
HOTEL VENUE FOR SEMINAR ON ACCESSIBLE TOURISM

I. BACKGROUND

- A. Participants : Representatives from ASEAN –Japan Center, Government Agencies, NGOs
 B. No. of Participants : 100pax
 C. Date : February 27 and March 01, 2018

II. PURPOSE/OBJECTIVES

- Seminar on Accessible Tourism of ASEAN countries as part of the ASEAN – Japan Center and Department of Tourism collaboration in the improvement of PWD accessibility in ASEAN countries.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- A. Must be DOT Accredited Hotel Establishment with at least 5-star rating;
 B. Must be willing to provide services on a send-bill arrangement;

IV. SCOPE OF WORK/DELIVERABLES

1. Availability of at least 12 hotel rooms to be recommended for international speakers to be paid on their pax account for February 27 – March 2.
2. Within Makati, Manila or Pasay Area;
3. Must be PWD accessible;

4. February 27, 2018 (Welcome Dinner)

- Buffet Dinner for 20pax

5. March 01, 2018 (Seminar Proper)

- Hotel function room that can accommodate 100pax for whole day;
- With P.A. system, projectors and technical requirements;
- Backdrop for the stage;
- Meals inclusive of:
 - AM and PM Snacks
 - Buffet Lunch
 - Free flowing coffee and tea

V. BUDGET FOR CONTRACT:

- PHP220,000.00 inclusive of taxes

Note: The winning bidder however, shall be determined based on the proposal with the most advantageous financial cost, provided that the amount of bid does not exceed the above total budget.

VI. PROJECT OFFICER/CONTACT PERSON

Kytlin Kyla Principio
Office of Industry Manpower Training Division
Trunk Line: (02) 459-5200 loc. 214
Email: kkprincipio@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

Created by TERESITA ANDRIN ROMANES

Date Created 25-Jan-2018

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