



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5075515  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Hotel Function Room (4 Star Classification or it's equivalent January 5, 2018)  
**Area of Delivery**

<b>Solicitation Number:</b>	2017-12-0435	<b>Status</b>	Active
<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	<b>Bid Supplements</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 108,000.00		
<b>Delivery Period:</b>		<b>Date Published</b>	21-Dec-2017
<b>Client Agency:</b>		<b>Last Updated / Time</b>	21-Dec-2017 00:00 AM
<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	<b>Closing Date / Time</b>	27-Dec-2017 11:00 AM

#### Description

#### TERMS OF REFERENCE

I. PROJECT: APPRECIATION NIGHT FOR DOT-OIMD POOL OF RESOURCE SPEAKERS AND PARTNER AGENCIES/STAKEHOLDERS

#### II. BACKGROUND

a) Participants/Attendees : DOT-OIMD Resource Speakers, Partner Agencies/ Stakeholders

b) No. of Pax : 100 pax

c) Date/Period Covered : January 5, 2018

d) Venue/Location : Makati or Manila

#### III. PURPOSE/OBJECTIVES

To recognize the invaluable service and contribution to the tourism industry of the DOT-OIMD resource speakers and partner agencies/stakeholders who have rendered their time, effort and expertise to improve the Philippine Tourism Human Capital.

#### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-Accredited Hotel with at least 4-star classification or its equivalent.
- Hotel located within Makati or Manila area.
- Must be willing to provide services on a send-bill arrangement.

#### V. SCOPE OF WORK/DELIVERABLES

##### 1. BANQUET PACKAGE

###### Meal Requirements

- Heavy Buffet Cocktails for 100 pax inclusive of drinks
- Free flowing coffee and tea

###### Venue and Set-up

- One (1) Function Room that can accommodate 100 pax
- Use of Function Room will be from 2:00PM to 8:00PM on January 5, 2018
- Provision of the following amenities/equipment:
  - Use of LCD Projector / LED Wide Screen
  - Tarpaulin Backdrop (if necessary)
  - PA System
  - Dedicated Technician for the whole duration of event
  - Podium/Rostrum with microphone
  - Registration Table
  - At least 20 Complimentary parking coupons for the DOT officials/attendees
- Physical and floral arrangement/set-up
- Theater Style and Cocktail setup

#### VI. APPROVED BUDGET FOR THE CONTRACT:

ONE HUNDRED EIGHT THOUSAND PESOS (Php 108,000.00)  
inclusive of applicable taxes

#### VII. PROJECT OFFICER/CONTACT PERSON

MARIAN B. OBISPO / ELENITA M. PAREJA  
Manpower Planning and Monitoring Division Office of Industry Manpower Development  
Email: marian\_obispo@yahoo.com.ph / dot.empareja@gmail.com  
Telephone numbers: 459-5200 to 5230 local 218

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

#### **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 \_\_\_\_\_

**Date Created**

20-Dec-2017

The PhilGEPs team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPs only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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