



**PhilGEPSS**  
Philippine Government Electronic Procurement System

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Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4708417  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** FUNCTION ROOM IN CONNECTION WITH THE NCR-REGIONAL TOUR GUIDING COURSE, BATCH 10-GRADED FORMAL DINNER ACTIVITIES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-08-0214	<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>	2
<b>Classification:</b>	Goods - General Support Services		
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 105,000.00		
<b>Delivery Period:</b>	1 Day/s	<b>Document Request List</b>	1
<b>Client Agency:</b>			
<b>Contact Person:</b>	Melanie Claire Pasion Singzon Supervising Administrative Officer 4th Floor, DOT Bldg. No. 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.219 63-02-8900189 msingzon_gsd@yahoo.com	<b>Date Published</b>	05-Aug-2017
		<b>Last Updated / Time</b>	05-Aug-2017 00:00 AM
		<b>Closing Date / Time</b>	08-Aug-2017 10:00 AM
<b>Description</b>			
TERMS OF REFERENCE			
FUNCTION ROOM IN CONNECTION WITH THE NCR-REGIONAL TOUR GUIDING COURSE, BATCH 10-GRADED FORMAL DINNER ACTIVITIES AUGUST 11, 2017			
REQUIREMENTS :			

- Venue / Function Room that can accommodate 35 pax
- Five Star Hotel located in Makati Central Business District
- Must be DOT-Accredited
- With Performers (String or Piano)
- With Microphone (P.A. System)
- Plated Dinner (P2,500 - P3,000 with drinks/pax)
- Three hours rental of function room from 6:00 pm - 9:00 pm
- Servers must be well-groomed
- With fresh flower per table
- With table set-up

APPROVED BUDGET FOR THE CONTRACT (ABC) : P 105,000.00

PAYMENT PROCEDURE : Government Procedure (Send-bill arrangement)

**CONTACT PERSON :**

Ms. Kytlin Kyla Principio / Ms. Imelda Bastro  
Tel. No. 459-5200 local 218

Deadline for submission of sealed quotation : AUGUST 8, 2017 (10:00 AM)

Note: The winning bid however, 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 together with the documentary requirements listed below, indicating our Solicitation Number & Company Name IN A SEALED ENVELOPE, addressed to Ms. Melanie Claire P. Singzon (Procurement Management Division) at 4th Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

**DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

- Current Mayor's / Business Permit
- PhilGEPS Registration Number
- Latest Income/ Business Tax Return
- Duly Notarized Omnibus Sworn Statement (Please see attached)
- DOT Accreditation Certificate

For Land Bank Payment Purposes:

Bank Name : \_\_\_\_\_

Bank Account Number : \_\_\_\_\_

Note : OTHER BANK WITH BANK CHARGES

**Created by** Melanie Claire Pasion Singzon

**Date Created** 04-Aug-2017

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