



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5087448
Procuring Entity DEPARTMENT OF TOURISM
Title TOR Function Venue/Accommodation and Meals (ASEAN Tourism Standards Appreciation Ceremony) Jan. 31, 2018

Area of Delivery

Solicitation Number:	2017-12-0445	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Hotel and Lodging and Meeting Facilities	Document Request List	0
Approved Budget for the Contract:	PHP 854,500.00		
Delivery Period:		Date Published	30-Dec-2017
Client Agency:		Last Updated / Time	29-Dec-2017 14:26 PM
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	Closing Date / Time	03-Jan-2018 14:00 PM

Description

TERMS OF REFERENCE

ASEAN Tourism Standards Appreciation Ceremony

FUNCTION VENUE/ ACCOMMODATION AND MEALS REQUIREMENT
(Schedule: January 31, 2018)

Minimum Requirements for Bidders

- Must be DOT-accredited hotel in Metro Manila, at least 3 star, preferably within Pasay, Makati or Manila area;
- Must be willing to provide services on a send bill arrangement

Deliverables

Event Venue Requirements:

- AIR-CONDITIONED EVENT VENUE that can comfortably accommodate 20-25 round tables/ 200 pax and stage for entertainment for 1 day (January 31, 2018)
- Must have a pre-function area for attendees' networking with cocktail table set up

- Must have a separate function venue for lunch and dinner buffet
- Complimentary use of split to multiple LCD projectors and wide screen/s
- Complimentary high speed internet connectivity/WiFi Access
- Advance lights and sound system with technical person on duty during the event
- Must be able to provide dedicated Welcome Ambassador/s and ushers at the main entry of the hotel leading VIPs, awardees and other guests to the event venue
- Must be able to provide a DOT Event Secretariat Room/Information Counter outside the main venue hall and strategic to where the traffic of attendees is
- Must have security, engineering and maintenance on duty during the ingress, egress and actual event
- 24 hours allotment in the event venue prior to the event proper for ingress, egress and technical tests/preparation
- Complimentary Parking Area

Accommodation Requirements:

- Accommodation with breakfast for DOT Regional Directors and Accreditation Officers (Check-in: January 30, 2018/Check-out: February 01, 2018)
15 twin rooms x 2 nights

Food and Beverage Requirements:

- Buffet Lunch for the attendees/awardees, VIPs, Guests and DOT personnel
- Flowing coffee/tea outside the main event venue, consumable AM/PM Snacks
- Dinners Hosting for DOT Regional Directors and Accreditation Officers for 1 night (January 30, 2018)

Budget Estimate

Eight Hundred Fifty Four Thousand Five Hundred Pesos only (P 854,500.00)

- Buffet Lunch and flowing AM/PM Snacks for awardees, VIPs, Guests, Attendees and DOT Officials and Secretariat, inclusive of venue rentals and equipment use
P2,900 x 1 day x 200 pax P 580,000.00
- Accommodation with breakfast for DOT Regional Directors and Accreditation Officers
P6,000.00 x 15 rooms x 2 nights P 180,000.00
- Dinner for DOT Regional Directors and Accreditation Officers
P2,100.00 x 45 pax x 1 night P 94,500.00

* 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.

Terms of Payment : Government Procedure (Send-bill Arrangement)

Contact Person/s : Ms. Marissa C. Claustro/ Ms. Charm Dalisay
459-5200 loc. 216
dot.smed@gmail.com

Noted by:

MARIA RICA C. BUENO
Director
Office of Tourism Standards and Regulation

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 29-Dec-2017

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