



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7695458
Procuring Entity DEPARTMENT OF TOURISM - REGION IV
Title Seminar on Disaster Risk Reduction and Management on June 16 - 18, 2021 in Tayabas City
Area of Delivery Laguna

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | DOT IV-A-05-2021-029 | 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: | Services | Date Published | 17/05/2021 |
| Approved Budget for the Contract: | PHP 165,000.00 | Last Updated / Time | 17/05/2021 00:00 AM |
| Delivery Period: | 3 Day/s | Closing Date / Time | 24/05/2021 08:00 AM |
| Client Agency: | | | |
| Contact Person: | Jhera Javier San Valentin Administrative Officer IV Brgy. Halang, National Highway Calamba City Laguna Philippines 4027 63-49-5080761 63-49-5080741 dot.calabarzon@gmail.com | | |

Description

Details:

Budget: Php 165,000.00 inclusive of tax

Inclusions:

Transportation
Meals
Venue
Accommodation
Training Kit
Other Expenses (as indicated in the main document)

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|------------------------|-----------------------------------|----------|-----|--------------|
| 1 | Transportation | as indicated in the main document | 2 | Lot | 15,000.00 |
| 2 | Meals (full board) | as indicated in the main document | 99 | Lot | 79,200.00 |
| 3 | Meals (Bfast & Dinner) | as indicated in the main document | 6 | Lot | 3,000.00 |
| 4 | Accommodation | as indicated in the main document | 6 | Lot | 30,000.00 |
| 5 | Venue | as indicated in the main document | 3 | Lot | 24,000.00 |
| 6 | Training Kits | as indicated in the main document | 30 | Set | 4,500.00 |
| 7 | Other Expenses | as indicated in the main document | 34 | Lot | 9,300.00 |

Other Information

* The winning bid shall be based on the proposal with the most advantageous package cost, provided that it has met all the financial and technical requirements
* The winning bidder must be willing to wait at least 30 working days for government payment facilitation process

INSTRUCTION TO BIDDERS:

1. All quotation must be submitted hand carry or courier service to DOT Region IV-A, G/F Dencris Business Center

Building, National Highway, Brgy. Halang, Calamba City, Laguna.

2. Proposed bid should be sealed, addressed to BAC Secretariat and indicate the SOLICITATION NUMBER

3. The BAC Secretariat will not ACCEPT proposals/quotations that will be sent through e-mail.

**CHECKLIST OF TECHNICAL & ELIGIBILITY and
FINANCIAL REQUIREMENT FOR BIDDERS**

(GOODS SERVICES):

1. Mayor's Permit/ Business Permit

2. Philgep's Registration Number

3. Omnibus Sworn Statement

NOTE: Kindly prepare other Bidding Documents, it might be requested by the BAC Committee.

Created by Jhera Javier San Valentin

Date Created 16/05/2021

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.

TERMS OF REFERENCE

I. PROJECT

SEMINAR ON DISASTER RISK REDUCTION AND MANAGEMENT ON JUNE 16-18, 2021

II. BACKGROUND

Reducing the risk of disaster such as storm, heat and cold waves, earthquake, tsunamis, fire, and the likes helps to protect both human and economic assets. To efficiently and promptly address emergency situation, the seminar aims to intensify awareness on the importance of disaster preparedness and mitigation and; to create systematic approaches in identifying, planning, assessing and reducing the risk of disaster.

III. OBJECTIVES

- ☐ To create a contingency plan based on likely emergencies in participants' region;
- ☐ To identify risk reduction preparedness activities that will reduce vulnerability, mitigates the impact of emergencies and support efforts to prevent conflict and civil unrest; and
- ☐ To recognize good practice in interventions for disaster management and sustainable development

IV. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited
2. Willing to provide services on a send-bill arrangement

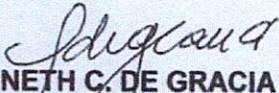
Scope of Works/ Deliverables

| Particulars | Breakdown | Quantity | Remarks |
|----------------|--|----------|--|
| Transportation | Van Hire: June 15, 2021 | 1 | <ul style="list-style-type: none">Land Transportation to Quezon City – Calamba – Tayabas CityLand Transportation to Sta. Cruz – Calamba – Tayabas CityMust be DOT Accredited |
| | June 18, 2021 | 1 | |
| Meals | Snacks AM/PM and Lunch June 16-18, 2021 33 pax x 3days | 99 | |
| | Dinner June 15-17, 2021 2pax x 3days | 6 | |
| Accommodation | June 15-17, 2021 (Overnight) 2pax x 3nights | 6 | <ul style="list-style-type: none">Must be DOT Accredited |
| Venue | Venue and Technical Requirements (June 16-18, 2021) | 3 | <ul style="list-style-type: none">Open space conference hall/function room for 33 pax with provisions of social distancing set-up and free alcohol in the venue.LCD Projector with Wide |

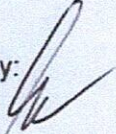
| | | | |
|-----------------------|---|----|--|
| | | | Screen <ul style="list-style-type: none"> • Podium with Microphones • Free Flowing Coffee and • Candies • Speakers • Must be DOT Accredited |
| Training Kit | Notebook, Ballpen, ID holder, ID lace | 30 | |
| Other Expenses | Hygiene Kit (face mask, face shield, alcohol) | 30 | |
| | Load Card | 1 | |
| | Tarpaulin (9 feet x 6 feet) | 1 | |
| | Antigen Test | 2 | |

V. BUDGET: Php 165,000.00 inclusive of tax

VI. PROJECT OFFICER/CONTACT PERSON


KENETH C. DE GRACIA
Tourism Officer II
Planning Unit

Noted by:


MARIO R. DAGA
Unit Head, Supervising. TOO
Planning Unit