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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	6072726
Procuring Entity	DEPARTMENT OF TOURISM
Title	PCSSD COMMISSIONER'S ASSEMBLY (March 25-27, 2019)
Area of Delivery	

Solicitation Number:	2019-03-0033	**Status**	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	2
Classification:	Goods		
Category:	Travel, Food, Lodging and Entertainment Services	**Bid Supplements**	0
Approved Budget for the Contract:	PHP 266,783.60		
Delivery Period:		**Document Request List**	0
Client Agency:			
		Date Published	07/03/2019
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat AVenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 t_romanes@yahoo.com.ph	**Last Updated / Time**	07/03/2019 00:00 AM
		Closing Date / Time	11/03/2019 14:00 PM

Description

TERMS OF REFERENCE

I. BIDDER : Service Provider
II. PROJECT TITLE : PCSSD COMMISSIONERS' ASSEMBLY
III. PROJECT DATE : March 25 – 27, 2019
IV. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER:

1. Must be DOT Accredited
2. Must be PHILGEPS Registered
3. Must be willing to provide services on a send-bill arrangement
V. DELIVERABLES

1. TRANSPORTATION
A. Airport Transfers
Day Itinerary # of Car/s
1 NAIA Terminal 2 or 3 to Venue 2
3 Venue to NAIA Terminal 2 or 3 2

B. Van Transfers
Day Itinerary # of Van/s
2 Venue – DOT Makati - Venue 2

2. ACCOMMODATION (inclusive of Breakfast)
Date Type of Room # of Room/s # of Night/s
March 25 – 27, 2019 Single Occupancy 3 2
March 26 – 27, 2019 Double Occupancy 6 1
March 26 – 27, 2019 Single Occupancy 4 1
*At least a 3-star hotel in Makati City, preferably near DOT office.

3. FUNCTION ROOM AND EQUIPMENT

- Venue good for 30 pax (U-shaped set-up)
- Half-day use of function room (9:00AM – 1:00PM)
- Use of LCD projector and screen
- Meals for attendees (snack and lunch)
- Electrical Charge (for laptop units)

4. MEALS

Date Meal/s to Consume # of Pax
March 25 - 26 Snacks & Dinner 5
March 26 Dinner 21

VI. APPROVED BUDGET
TOTAL: PHP 266,783.60

VII. TERMS OF PAYMENT
- Send bill arrangement
- Government Procedure

VIII. CONTACT PERSON:
Contact Person : Shaliane Carvajal // Rachelle Yoro
Office : Philippine Commission on Sports SCUBA Diving
Contact Number : (02) 459 - 5200 local 510 or (02) 524 - 2242
Email Address : morefun@divephilippines.com.ph

Noted by:

ROWENA M. SORIOSO
Officer-In-Charge, Philippine Commission on Sports SCUBA Diving and
Head, Office of Product and Market Development - Dive

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)
2. PHILGEPs' Registration Number or Cert. of Platinum Membership in lieu
of Mayor's Permit and Philgeps registration Number
3. Latest annual Income Tax Return or Bus. Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. DOT Accreditation certificate (valid)

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 A. ROMANES

Date Created   06/03/2019

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