



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8698531
Procuring Entity	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title	COMMUNITY GUIDING TRAINING
Area of Delivery	Palawan

Solicitation Number:	2022-05-010	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Services	Date Published	26/05/2022
Approved Budget for the Contract:	PHP 390,300.00	Last Updated / Time	25/05/2022 14:46 PM
Delivery Period:	9 Day/s	Closing Date / Time	30/05/2022 13:00 PM
Client Agency:			
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com		

Description

Terms of Reference

- I. Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: June 6-12, 2022
Location: El Nido, Palawan
- II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER
- Must be a PHILGEPS REGISTERED
 - Must be a DOT Accredited Travel and Tour Agency or Tour Operator
 - Located in El Nido, Palawan or National Capital Region (NCR)
 - Must be willing to provide services on a send bill arrangement
 - Must comply with the details services specified in Item IV of the TOR
- III. SCOPE OF WORK / DELIVERABLES
- Airline Fare
Guests: Ms. Joane Krizzia M. Delariarte DOB: July 28, 1998
Mr. David John D. Apigo DOB: June 24, 1980
 1. June 5, 2022 (Sunday) – Early Morning Flight
Manila to El Nido / 20kg Check In Baggage
 2. June 13, 2022 (Monday)
Puerto Princesa City to Manila / 20kg Check In Baggage
- B. Transportation Expense

Residence to Airport and Vice Versa
 June 5, 2022 and June 13, 2022
 Sta. Mesa, Manila – Airport – Sta. Mesa, Manila
 (DOT Facilitator)
 June 5, 2022 and June 13, 2022
 Quezon City – Airport – Quezon City
 (Resource Speaker)
 C. Airport Transfers
 June 5, 2022
 El Nido Lio Airport to Accommodation
 June 13, 2022
 Accommodation (El Nido) to Puerto Princesa International Airport
 D. FBS Trainer Transportation – Van Transfer
 June 5, 2022 Puerto Princesa City – El Nido
 June 7, 2022 El Nido – Puerto Princesa City
 E. Mock Tour Assessment
 June 11, 2022 : Island Hopping Tour D
 (Small Lagoon, Nat-Nat Beach, Paradise Beach,
 Cadlao Lagoon, Pasandigan Beach)
 Inclusions: Transfers, Boat Hire, AM Snacks, PM Snacks and Lunch
 F. Accommodation with Breakfast
 Two (2) Rooms
 2 Single occupancies for DOT Facilitator and DOT Resource Speaker
 Duration: 8 nights
 Check-in: June 5, 2022
 Check-out: June 13, 2022
 One (1) Room
 1 Single Occupancy for FBS Trainer
 Duration: 2 Nights
 Check-in: June 5, 2022
 Check-out: June 7, 2022
 G. Function / Workshop Requirements
 Date of Function: June 6-10, 12, 2022 (6 days)
 1. Number of Participants: 40 pax
 2. Meals
 Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 Plated Lunch with 1 round of drinks (iced tea or soft drinks)
 Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
 Free flowing Coffee
 Water Dispenser
 3. Capacity of the venue must be good for 60 pax to allow mobility for the workshop component;
 4. Registration should be near the entrance of the function venue.
 5. Entrance should have sanitization floor mat, alcohol dispenser, thermal scanner and health declaration form.
 6. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
 7. One table near the stage area shall be reserved for the speaker. It should be near the table for the laptop computer / Classroom set-up.
 8. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.
 9. Must have available stage, podium, laptop, microphones / PA system, projection screen. LCD projector, white board and tech pen, WIFI access.
 H. Outside Meals
 1. June 5, 2022 (Sunday)
 Breakfast, Lunch and Dinner
 Guests: 3 pax (DOT Facilitator ,DOT Resource Speaker and FBS Trainer)
 2. June 6, 2022 (Monday)
 Dinner
 Guest: 3 pax (DOT Facilitator, DOT Resource Speaker and FBS Trainer)
 3. June 7-12, 2022 (Tuesday to Sunday)
 Dinner
 Guests: 2 pax DOT Facilitator and DOT Resource Speaker)
 4. June 13, 2022 (Monday)
 Lunch
 Guests: 2 pax (DOT Facilitator and DOT Resource Speaker)
 I. Miscellaneous
 1. Cargo Fee of Training Materials
 2. Tarpaulin, Certificates, Supplies and Materials
 IV. BUDGET
 Budget for the conduct of the event is Three Hundred Ninety Thousand Two Hundred Pesos (Php 390,200.00) inclusive of amenities and all government taxes and charges as defined in this Term of Reference.
 In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid 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.

V. CONTACT PERSON

Name : Joane Krizzia M. Delariarte
DOT – MIMAROPA Regional Office
Contact number : 0968-683-7458
Email Address : tisp.dot4b@gmail.com

Created by Monina Valdez Raneses

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