



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8712028
Procuring Entity	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title	NC II HOUSEKEEPING TRAINING
Area of Delivery	Marinduque

Solicitation Number:	2022-05-012	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	31/05/2022
Approved Budget for the Contract:	PHP 305,005.00	Last Updated / Time	30/05/2022 17:54 PM
Delivery Period:	5 Day/s	Closing Date / Time	03/06/2022 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. Date of Implementation: June 6 to 8, 2022
Location: Boac, Marinduque
- II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER
- Must be PHILGEPS REGISTERED
 - Must be a DOT Accredited Tour Operator
 - Located in the Province of Marinduque
 - Must be willing to provide services on a send bill arrangement
- DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS
- Mayor's/Business Permit
 - PHILGEPS Registration Number
 - Omnibus Sworn Statement
 - DOT Accreditation Certificate
- III. SCOPE OF WORK / DELIVERABLES:
- Transportation (Land and Sea)
 - June 5, 2022 (Sunday) – 2 Pax
Van hire: Pick up at Residence (Bulacan and Quezon City) to Accommodation at Marinduque
Boat ride: Dalahican Port to Marinduque Port

2. June 9, 2022 (Thursday) – 2 Pax
 Van hire: Accommodation at Marinduque to Residence (Bulacan and Quezon City)
 Boat Ride: Marinduque port to Dalahican Port
- B. Accommodation with Breakfast
1. June 5 to June 9, 2022 (4 nights)
 1 Single Occupancy Room – Speaker (1 Pax)
 2. June 5 to June 9, 2022 (4 nights)
 1 Single Occupancy Room – DOT Facilitator (1 Pax)
- C. Function Venue with Meals / Workshop Requirements
1. Date of Function: June 6 to 8, 2022
 2. Number of Participants: 35 pax
 3. 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
 4. Registration table should be near the entrance of the function venue.
 5. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
 6. One table near the stage are shall be reserved for the speakers. It should be near the table for the laptop computer.
 7. Classroom set-up (Social Distancing must be observed).
 8. Aisles should be available in the middle and two sides.
 9. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads, Wi-Fi access.
- D. Outside Meals
- June 5, 2022
 Breakfast, Lunch and Dinner
 Guests: 2 Pax (DOT facilitator and Speaker)
- June 6-8, 2022
 Dinner
 Guests: 2 Pax (DOT facilitator and Speaker)
- June 9, 2022
 Lunch and Dinner
 Guests 2 Pax (DOT facilitator and Speaker)
- E. Miscellaneous
1. Backdrop Tarpaulin 12 sq. ft x 6 sq. ft (1 piece)
 2. TESDA Assessment Fees and Transportation of participants (30 Pax)
 3. Training Supplies
- IV. BUDGET
- Budget for the conduct of the event is Three Hundred Five Thousand Five Pesos (Php 305,005.00) inclusive of amenities and all government taxes and charges as defined in this Terms 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 : Ma. Ednelliza C. Balagtas
 DOT MIMAROPA Regional Office
 Contact Numbers : (02) 459 5200 loc 210
 (0926) 8563214
 Email Address : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph

Created by Monina Valdez Ranases

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