



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8902742  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** DIGITAL MARKETING SKILLS TRAINING  
**Area of Delivery** Palawan

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2022-08-001  | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   |                              |                     |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Two Failed Biddings (Sec. 53.1)   | <b>Associated Components</b> | 1                   |
| <b>Classification:</b>                   | Goods - General Support Services   | <b>Bid Supplements</b>       | 0                   |
| <b>Category:</b>                         | Travel, Food, Lodging and Entertainment Services   |                              |                     |
| <b>Approved Budget for the Contract:</b> | PHP 199,660.00   | <b>Document Request List</b> | 0                   |
| <b>Delivery Period:</b>                  | 4 Day/s  |                              |                     |
| <b>Client Agency:</b>                    |  | <b>Date Published</b>        | 06/08/2022          |
| <b>Contact Person:</b>                   | Monina Valdez Raneses<br>Senior Tourism Operations Officer<br>351 Sen. Gil Puyat Avenue<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-459-5200 Ext.210<br>63-890-0945<br>dot.mimaropa@gmail.com | <b>Last Updated / Time</b>   | 05/08/2022 17:33 PM |
|  |  | <b>Closing Date / Time</b>   | 09/08/2022 13:00 PM |

#### Description

Terms of Reference

I. Host Agency: DEPARTMENT OF TOURISM - MIMAROPA  
 Date of Implementation: September 1 to 2, 2022  
 Location: Coron, Palawan

#### II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Travel and Tour Agency / Tour Operator
- C. Located in NCR and MIMAROPA
- D. Must be willing to provide services on a send bill arrangement

#### DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

- 1. Mayor's/Business Permit
- 2. PHILGEPS Registration Number
- 3. Omnibus Sworn Statement
- 4. DOT Accreditation Certificate

### III. SCOPE OF WORK / DELIVERABLES:

#### A. Transportation (Land)

##### 1. August 31, 2022 (2 pax)

- Taxi fare: Residence to NAIA Terminal 4 (Pateros, Laguna and )
- Airport Transfer: Pick-up and drop-off only (Coron Airport to Accommodation)

##### 2. September 3, 2022 (2 pax)

- Airport Transfer: Pick-up and drop-off only (Accommodation to Coron Airport)
- Taxi fare: Residence to NAIA Terminal 4

#### B. Transportation (Air)

##### 1. August 31, 2022 – 2 Pax

- Air fare: MNL-USU (early flight)

##### 2. September 3, 2022 – 2 Pax

- Air fare: USU-MNL (mid-flight)

##### 3. Accommodation with Breakfast

August 31 to September 3, 2022 (3 nights)

1 Single Occupancy Room – Speaker (1 Pax)

August 31 to September 3, 2022 (3 nights)

1 Single Occupancy Room – DOT Facilitator (1 Pax)

##### 4. Function Venue with Meals / Workshop Requirements

Date of Function: September 1 to 2, 2022

Number of Participants: 40 pax

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

Registration table should be near the entrance of the function venue.

Secretariat table should be inside the venue for easier facilitation and contact with speakers.

One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.

Classroom set-up (Social Distancing must be observed).

Aisles should be available in the middle and two sides.

Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads, Wi-Fi access.

##### 5. Outside Meals

- August 31, 2022

Breakfast, Lunch and Dinner

Guests: 2 Pax (DOT facilitator and Speaker)

- September 1-2, 2022

Dinner

Guests: 2 Pax (DOT facilitator and Speaker)

- September 3, 2022

Breakfast and Lunch

Guests 2 Pax (DOT facilitator and Speaker)

##### 6. Miscellaneous

1. Backdrop Tarpaulin 12 sq. ft x 6 sq. ft and 4 sq. ft x 6 sq. ft(2 pieces)

2. Cargo Fee

3. Training Supplies and Materials

### IV. BUDGET

Budget for the conduct of the event is One Hundred Ninety Nine Thousand and Six Hundred Sixty Pesos (Php 199,660.00) 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 : Mr. Michael John A. Nicolas  
DOT MIMAROPA Regional Office

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**Created by** Monina Valdez Raneses

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