



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8924151  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** COMMUNITY GUIDING TRAINING  
**Area of Delivery** Occidental Mindoro

<b>Solicitation Number:</b>	2022-08-005	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	14/08/2022
<b>Approved Budget for the Contract:</b>	PHP 312,400.00	<b>Last Updated / Time</b>	13/08/2022 18:56 PM
<b>Delivery Period:</b>	9 Day/s	<b>Closing Date / Time</b>	17/08/2022 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 of Implementation: September 5 to 11, 2022  
 Location: San Jose, Occidental Mindoro

##### II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator
- C. Located in NCR and Occidental Mindoro
- 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)

September 4, 2022 (2 pax)

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

September 12, 2022 (2 pax)

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

September 5 – 11, 2022

- Van Hire from Hotel to Brgy. Monteclaro and vice versa

#### B. Transportation (Air)

September 4, 2022 – 2 Pax

- Air fare: MNL-SJI (early flight)

September 12, 2022 – 2 Pax

- Air fare: SJI-MNL (mid flight)

#### C. Accommodation with Breakfast

September 4 - 12, 2022 (8 nights)

1 Single Occupancy Room – Speaker (1 Pax)

September 4 - 12, 2022 (8 nights)

1 Single Occupancy Room – DOT Facilitator (1 Pax)

#### Function Venue with Meals / Workshop Requirements

Date of Function: September 5 to 11, 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.

#### D. Outside Meals

- September 4, 2022

Breakfast, Lunch and Dinner

Guests: 2 Pax (DOT facilitator and Speaker)

- September 5 - 11, 2022

Dinner

Guests: 4 Pax (DOT facilitator, Speaker and LGU Representative)

- September 12, 2022

Lunch

Guests 2 Pax (DOT facilitator and Speaker)

#### E. Miscellaneous

1. Backdrop Tarpaulin 12 sq. ft x 6 sq. ft and 4 ft x 6 ft. (2 pieces)
2. Cargo Fee
3. Training Supplies
4. Tokens for Resource Speakers (2 pax)
5. Communication Expense

### IV. BUDGET

Budget for the conduct of the event is Three Hundred Twelve Thousand and Four Hundred Pesos (Php 312,400.00) 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. Joseph Gilbert A. Lazaro  
DOT MIMAROPA Regional Office

Contact Numbers : (02) 459 5200 loc 210  
(0917) 700 4327

Email Address : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph

**Created by** Monina Valdez Raneses

**Date Created** 13/08/2022

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.