



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8968409
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PERSONAL BRANDING AND IMAGE QUOTIENT TRAINING
Area of Delivery Oriental Mindoro

Solicitation Number:	2022-08-13	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	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	31/08/2022
Approved Budget for the Contract:	PHP 191,960.00	Last Updated / Time	30/08/2022 16:33 PM
Delivery Period:	5 Day/s	Closing Date / Time	05/09/2022 01:00 AM
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 dot4b.bacsecretariat@gmail.com		

Description

Terms of Reference

I. Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : September 12-14, 2022

Location : Calapan City, Oriental Mindoro

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

A. Must be PHILGEPS REGISTERED

B. Preferably a DOT Accredited Travel and Tour Agency or Tour Operator based in Metro Manila, CALABARZON or MIMAROPA

C. Must be willing to provide services on a send bill arrangement

D. Must comply with the detailed services specified in Item V of the TOR

III. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- Valid DOT Accreditation Certificate
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI

- Original or Certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES

A. Transportation (Land and Sea)

1. Van Transfer (Resource Speaker)

September 11, 2022 – Quezon City to Batangas Port

September 15, 2022 – Batangas Port to Quezon City

2. FastCat

September 11, 2022 – Batangas Port to Calapan Port

September 15, 2022 – Calapan Port to Batangas Port

3. Van Transfer (Resource Speaker)

September 11, 2022 – Calapan Port to Accommodation

September 15, 2022 – Accommodation to Calapan Port

B. Room Accommodation with Daily Breakfast

1. One (1) Single Room for Resource Person

Check-in : September 11, 2022

Check-out : September 15, 2022

C. Function/Workshop Requirements

1. Date of Training: September 12-14, 2022 (8 hours/day)

2. Venue must be a DOT Accredited Tourism Enterprise in Calapan City

3. Number of persons: 35 pax;

4. Meals

o Plated AM snacks with 1 round of bottled softdrinks

o Buffet Lunch with 1 round of bottled softdrinks

o Plated PM snacks with 1 round of bottled softdrinks

o Free flowing coffee and tea during the duration of the training

o Water dispenser;

5. Capacity of the venue must be good for 100 persons to allow social distancing between participants, resource speakers and facilitators;

6. Registration table should be near the entrance of the training venue;

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

8. Table and chair set-up with social distancing;

9. 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;

10. Aisles should be available in the middle and two sides;

11. Must have available stage, podium, laptop, microphones / PA system, LCD projector with white screen, WIFI access, colored printer; and

12. Welcome tarpaulin 4sq. ft x 6sq. ft and backdrop tarpaulin 12sq. ft x 6sq. ft.

D. Outside Meals

1. September 11, 2022

Three (3) meals – Breakfast, Lunch, Dinner for 2 persons

2. September 12-14, 2022

Dinner for 2 persons

3. September 15, 2022

Lunch for 1 person

E. Miscellaneous Fees

1. Training Supplies

2. Tarpaulin Printing

3. Printing Expense

V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is ONE HUNDRED NINETY ONE THOUSAND NINE HUNDRED SIXTY PESOS (191,960.00) inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VI. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill

arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VII. PROJECT OFFICER / CONTACT PERSON

Name : MS. MA. EDNELLIZA BALAGTAS
Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph
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Created by Monina Valdez Raneses

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