



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8984270
Procuring Entity	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title	Food and Beverage Training for Excellent Dining Experience
Area of Delivery	Palawan

Solicitation Number:	2022-09-04	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:	Travel, Food, Lodging and Entertainment Services	Date Published	06/09/2022
Approved Budget for the Contract:	PHP 181,200.00	Last Updated / Time	05/09/2022 13:56 PM
Delivery Period:	5 Day/s	Closing Date / Time	09/09/2022 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 of Implementation: September 21 to 23, 2022
Location: Coron, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator or Travel and Tour Agency
- C. Located in NCR and Coron, Palawan
- 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. DTI or SEC Registration

5. DOT Accreditation Certificate

III. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Land)

1. September 20, 2022 (2 pax)

- Taxi fare: Residence to NAIA Airport (Caloocan and Quezon City)
- Airport Transfer: Pick-up and drop-off only (Busuanga Airport to Accommodation)

2. September 24, 2022 (2 pax)

- Airport Transfer: Pick-up and drop-off only (Accommodation to Busuanga Airport)
- Taxi fare: NAIA Airport to Residence (Caloocan and Quezon City)

B. Transportation (Air)

1. September 20, 2022 – 2 Pax

- Air fare: MNL-USU (early flight)

2. September 24, 2022 – 2 Pax

- Air fare: USU-MNL (mid flight)

3. Accommodation with Breakfast (must be DOT Accredited)

1. September 20 - 24, 2022 (4 nights)

1 Single Occupancy Room – Speaker (1 Pax)

2. September 20 - 24, 2022 (4 nights)

1 Single Occupancy Room – DOT Facilitator (1 Pax)

4. Function Venue with Meals / Workshop Requirements (must be DOT Accredited)

1. Date of Function: September 21 to 23, 2022

2. Number of Participants: 35 pax

3. Meals

- Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
- Managed Buffet 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 area 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.

5. Outside Meals

● September 20, 2022

Breakfast, Lunch and Dinner

Guests: 2 Pax (DOT facilitator and Speaker)

● September 21 - 23, 2022

Dinner

Guests: 3 Pax (DOT facilitator, Speaker and Satellite Officer)

● September 24, 2022

Lunch

Guests 2 Pax (DOT facilitator and Speaker)

6. Miscellaneous

1. Backdrop Tarpaulin 4 sq. ft x 11 sq. ft and 8 ft x 11 ft. (2 pieces)

2. Cargo Fee

3. Training Supplies

4. Communication Expense

IV. BUDGET

Budget for the conduct of the event is One Hundred Eighty One Thousand and Two Hundred Pesos (Php 181,200.00)

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

Created by Monina Valdez Raneses

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