



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9072918
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title TOURISM INDUSTRY SKILLS TRAINING PROGRAM (TISP AID) FOR TYPHOON ODETTE BENEFICIARIES IN THE PROVINCE OF PALAWAN
Area of Delivery Palawan

Solicitation Number:	2022-10-001	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	03/10/2022
Approved Budget for the Contract:	PHP 751,200.00	Last Updated / Time	02/10/2022 21:14 PM
Delivery Period:	13 Day/s	Closing Date / Time	06/10/2022 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 dot4b.bacsecretariat@gmail.com		

Description

Terms of Reference

I. MODULES

- Modified Basic Life Support for Sabang Sea Ferry Multi-Purpose Cooperative (SSFMP)
- Modified Basic Life Support for Honda Bay Boatowners Association Incorporated (HOBBAI)
- Fun and Meaningful Travel Experience Thru Commentary Development: A Tour Guide's Approach for Sabang Mangrove Paddle Boat Tour Guide

II. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be PHILGEPS REGISTERED
- Must have experience providing training services to DOT and other government agencies
- Located in Metro Manila for easier coordination
- Must be willing to provide services on a send bill arrangement
- Must comply with the detailed services specified in Item V of the TOR

III. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (for individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement
- Income / Business Tax Return

IV. SCOPE OF WORK/SPECIFICATIONS

TRAINING NO. 1: MODIFIED BASIC LIFE SUPPORT TRAINING (BASIC LIFE SUPPORT TRAINING)

- Beneficiary: Sabang Sea Ferry Multi-Purpose Cooperative (SSFMP)
- Location: Sabang, Puerto Princesa City
- Number of Training Days: 3 days
- Number of Participants: 45 pax
- Target Date: October 10 – 12, 2022

Deliverables:

A. Airfare for DOT Facilitator

October 9, 2022 – Manila to Puerto Princesa

October 16, 2022 – Puerto Princesa to Manila

B. Accommodation with Airport Transfers and Daily Breakfast for DOT Facilitator

Check-in: October 9, 2022

Check-out: October 16, 2022

C. Van hire (2 units) for Instructors and DOT Facilitator from Accommodation to Venue and Back

October 10-12, 2022

D. DOT Accredited Venue with Meals (AM Snacks, Lunch, PM Snacks)

October 10-12, 2022

1. Meals

- Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
- Managed Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
- Free flowing Coffee
- Water Dispenser

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

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

4. One table near the stage shall be reserved for the speakers and should be near the table for the laptop computer.

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

6. Aisles should be available in the middle and two sides.

7. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector

E. Courier / Freight Expenses for Collaterals Materials, Certificates and First Aid Kits

F. Notebook, Ballpen, ID, Lanyard and Tote bag with DOT MIMAROPA Logo

G. Backdrop and Welcome Tarpaulin

H. Printing requirements and collaterals of CHO

TRAINING NO. 2: MODIFIED BASIC LIFE SUPPORT TRAINING (BASIC LIFE SUPPORT TRAINING)

- Beneficiary: Honda Bay Boatowners Association Incorporated (HOBBAI)
- Location: Puerto Princesa City town proper
- Number of Training Days: 3 days
- Number of Participants: 45 pax
- Target Date: October 13 – 15, 2022

Deliverables:

- A. Bus hire (1 unit) for Participants from Honda Bay to Venue and Back (October 13-15, 2022)
- B. Van hire (2 units) for Instructors and DOT Facilitator from Accommodation / City Health Office to Venue and Back (October 13-15, 2022)
- C. DOT Accredited Venue with Meals (AM Snacks, Lunch, PM Snacks) October 13-15, 2022
1. Meals
 - Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Managed Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
 - Free flowing Coffee
 - Water Dispenser
 2. Registration table should be near the entrance of the function venue.
 3. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
 4. One table near the stage are shall be reserved for the speakers and should be near the table for the laptop computer.
 5. Classroom set-up (Social Distancing must be observed).
- B. Aisles should be available in the middle and two sides.
- C. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector
- D. Training Kits: Notebook, Ballpen, ID, Lanyard and Tote bag with DOT MIMAROPA Logo
- E. Backdrop and Welcome Tarpaulin
- F. Printing requirements and collaterals of CHO

TRAINING NO. 3: FUN AND MEANINGFUL TRAVEL EXPERIENCE THRU COMMENTARY DEVELOPMENT: A TOUR GUIDE'S APPROACH

- Beneficiary: Sabang Mangrove Paddle Boat Tour Guide
- Location: Puerto Princesa City
- Number of Training Days: 3 days
- Number of Participants: 35 pax
- Target Date: October 19 – 21, 2022

Deliverables:

- A. Airfare for DOT Facilitator and Speaker (2 pax)
October 18, 2022 – Manila to Puerto Princesa
October 22, 2022 – Puerto Princesa to Manila
- B. Accommodation with Airport Transfers and Daily Breakfast (2 pax)
Check-in: October 18, 2022
Check-out: October 22, 2022
- C. Van hire (1 unit) for Speaker and DOT Facilitator going to Venue
October 19-21, 2022
- D. DOT Accredited Venue with Meals (AM Snacks, Lunch, PM Snacks) October 19-21, 2022
1. Meals
 - Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Managed Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
 - Free flowing Coffee
 - Water Dispenser
 2. Registration table should be near the entrance of the function venue.
 3. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
 4. One table near the stage are shall be reserved for the speakers and should be near the table for the laptop computer.
 5. Classroom set-up (Social Distancing must be observed).

6. Aisles should be available in the middle and two sides.

7. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector

E. Outside Meals (DOT Facilitator and Speaker)

October 18, 2022 – Breakfast, Lunch and Dinner

October 19-21, 2022 – Dinner

October 22, 2022 – Lunch

F. Training Kits: Notebook, Ballpen, ID, Lanyard and Tote bag with DOT MIMAROPA Logo

G. Backdrop and Welcome Tarpaulin

H. Printing requirements and collaterals

V. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is SEVEN HUNDRED FIFTY-ONE THOUSAND TWO HUNDRED PESOS (PHP 751,200.00), 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.

VI. PROJECT OFFICER/CONTACT PERSON

CECIL V. ARANTON

Chief Tourism Operations Officer

Tourism Regulation Division

DOT – MIMAROPA

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Created by Monina Valdez Raneses

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