



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9081260
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator for SPECIALIST TOUR GUIDE: KULINARYA
Area of Delivery

Solicitation Number:	2022-10-0156	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
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	05/10/2022
Approved Budget for the Contract:	PHP 569,062.60	Last Updated / Time	05/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	10/10/2022 10:00 AM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TERMS OF REFERENCE
(Training/Workshop and Banquet Package)

- PROJECT: SPECIALIST TOUR GUIDE: KULINARYA
- PURPOSE/OBJECTIVES

The Office of Industry Manpower Development is in need of a service provider in the Philippines engaged in the business of providing training/seminar packages handling or coordinating arrangements for such.

The training aims to attain the following objectives:

- Enhance DOT Tour Guides' knowledge on Philippine cuisine and its origin.
- Guide DOT Tour Guides in the study of materials and sources relative to the Philippine and regional cuisines by giving updates on culinary trends, products and services that are essential to culinary tours.
- Enable DOT Tour Guides to know what to look for in creating exceptional culinary spiels.
- Enhance DOT Tour Guides' skills in creating spiels made specifically for culinary destinations.
- To provide immersive experience on the culinary heritage and how it came about to enable them to translate this experience into tour spiel and commentary.

- BACKGROUND

1. Training/workshop package (1 Training)

- a) Participants : DOT Accredited Tour Guides nominated by their respective DOT Regional Offices

- b) No. of Pax : 25 pax

- c) Training Period/Venue : October 18 - 20, 2022 – Iloilo City (exclusive of travel time)

- MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-Accredited service provider
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS); and
- Must be willing to provide services on a send-bill arrangement.

- SCOPE OF WORK/DELIVERABLES

The following are the services required by the DOT:

- A. TRAINING DATES: October 17 – 21, 2022 (Inclusive of Travel Time – 1day before and 1day after training)

1. TRANSPORTATION (AIRFARE)

Flight Itinerary

*Flight Details are subject to change Number of Pax Intended Passengers

October 17, 2022 – Manila – Iloilo

October 21, 2022 – Iloilo – Manila

Manila – Iloilo – Manila preferably morning flight (between 07:00AM to 12:00NN) 11 4pax – OIMD staff/officials

1pax – Resource Speakers

1pax – NCR Tour Guide

1pax – CAR Tour Guide

1pax – Region 1 Tour Guide

1pax – Region 2 Tour Guide

1pax – Region 3 Tour Guide

1pax – Region 4A Tour Guide

October 17, 2022 - Puerto Princesa – Iloilo

October 21, 2022 – Iloilo – Puerto Princesa

Puerto Princesa – Iloilo – Puerto Princesa preferably morning flight (between 07:00AM to 12:00NN) 1 Region 4B Tour Guide

October 17, 2022 - Legazpi – Iloilo

October 21, 2022 – Iloilo – Legazpi

Legazpi – Iloilo – Legazpi preferably morning flight (between 07:00AM to 12:00NN) 1 Region 5 Tour Guide

October 17, 2022 - Cebu – Iloilo

Preferably afternoon flight (between 2:00PM to 7:00PM)

October 21, 2022 – Iloilo – Cebu

Preferably morning flight (between 7:00AM to 12:00NN) 1 Region 7 Tour Guide

October 17, 2022 - Tacloban – Iloilo

October 21, 2022 – Iloilo – Tacloban

Tacloban – Iloilo - Tacloban preferably morning flight (between 07:00AM to 12:00NN) 1 Region 8 Tour Guide

October 17, 2022 - Zamboanga – Iloilo

October 21, 2022 – Iloilo – Zamboanga

Zamboanga – Iloilo - Zamboanga preferably morning flight (between 07:00AM to 12:00NN) 1 Region 9 Tour Guide

October 17, 2022 - Cagayan de Oro – Iloilo

October 21, 2022 – Iloilo – Cagayan de Oro

CDO – Iloilo - CDO preferably morning flight (between 07:00AM to 12:00NN) 1 Region 10 Tour Guide

October 17, 2022 - Davao – Iloilo

Preferably afternoon flight (between 2:00PM to 7:00PM)

October 21, 2022 – Iloilo – Davao

Preferably morning flight (between 7:00AM to 12:00NN) 1 Region 11 Tour Guide

October 17, 2022 - General Santos – Iloilo

October 21, 2022 – Iloilo – General Santos

GenSan – Iloilo - GenSan preferably morning flight (between 07:00AM to 12:00NN) 1 Region 12 – Tour Guide

October 17, 2022 - Butuan – Iloilo

October 21, 2022 – Iloilo – Butuan

Butuan – Iloilo - Butuan preferably morning flight (between 07:00AM to 12:00NN) 1 Region 13 – Tour Guide

2. TRANSPORTATION

- A. VAN HIRE

Date Time Purpose

October 17, 2022 Wholeday • Airport transfers for participants coming into Iloilo to the hotel.

- To transport participants and organizers to dinner venue and back to hotel

October 18, 19 & 20, 2022 Evening • To transport participants and organizers to dinner venue and back to hotel
October 21, 2002 Whole day • Airport transfers for participants from hotel to the airport.

B. BUS HIRE

Date Time Purpose

October 19, 2022 Halfday • Half-day Iloilo City

October 20, 2002 Halfday • Half-day Iloilo City

3. ACCOMMODATION AT A DOT-ACCREDITED HOTEL (4 nights)

- Check-in on October 17 and check-out on October 21, 2022
- Two (2) Single rooms for resource speakers
- Two (2) Twin-sharing rooms for OIMD personnel and secretariat
- Nine (9) Twin-sharing rooms for DOT Accredited Tour Guides
- Inclusive of breakfast
- Preferably same venue of the training
- Should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check in date; and
- Each room with bathroom (hot and cold shower) and complimentary wi-fi internet service.

4. MEALS (IN-SESSION AND OFF-SESSION)

- Provision of meals for the following activities for 25pax:

Date Time Purpose

October 17, 2022 Dinner • Welcome dinner for participants and resource speakers preferably local restaurant.

October 18, 2002 AM, PM Snacks

Lunch

- Morning, lunch and afternoon snacks with drinks during the training.
- To be served in the rented function room/training venue.

Dinner • Dinner preferably local restaurant

October 19, 2022 AM, PM Snacks

Lunch

- Morning (AM) snack and lunch during teaching tour.
- AM snacks should be packed and served on the bus.
- Lunch preferably local restaurant enroute with teaching tour itinerary.

- Afternoon (PM) snack to be served in the hotel function room.

Dinner • Dinner preferably local restaurant

October 20, 2022 AM, PM Snacks

Lunch • Morning (AM) snack and lunch during teaching tour.

- AM snacks should be packed and served on the bus.
- Lunch preferably local restaurant enroute with teaching tour itinerary.

- Afternoon (PM) snack to be served in the hotel function room.

Dinner • Closing dinner for participants and resource speakers preferably local restaurant.

5. FUNCTION ROOM /TRAINING VENUE

- Provision of One (1) function room/training venue, with a capacity of 25pax on the following dates;

Date Time

October 18, 2022 Whole day

October 19, 2022 afternoon only

October 20, 2022 afternoon only

- Preferably in the same area of the accommodation establishment;
- Classroom physical set-up; If possible, no visible posts at the middle of the room to block the view of the participants to the stage/presentation area
- Seating arrangement with physical distancing, if possible;
- Provision of 1 table for speakers and 1 table for the secretariat
- Fast and stable wifi internet service that can accommodate 25 users; and
- Provision of the following audio-visual equipment and technical assistance:
 - LCD Projector and wide screen
 - White board with whiteboard markers
 - Basic sound system
 - Dedicated Technician/Technical Assistant during the workshop
 - Outlets/extension cords that can accommodate 25 laptops
 - Minimum of 3 wireless microphones;
 - Free-flowing coffee, tea, hot chocolate and water.

6. TRAINING SUPPLIES

- Provision of training kits inclusive of paper/note pads, pens, face masks, small alcohol bottle and seminar badges (IDs) with lanyards for 25pax

- Provision of 1 black ink for inkjet printer (model to be advised) for printing of certificates
- Tarpaulin as backdrop for the training venue (design to be provided by OIMD)

7. RT-PCR TEST

- Provision of RT-PCR Test for 6pax (Resource Speakers and OIMD staff) only if required by the LGU or the hotel / training venue

- APPROVED BUDGET FOR THE CONTRACT:

FIVE HUNDRED SIXTY-NINE THOUSAND SIXTY-TWO PESOS AND SIXTY CENTAVOS
(Php 569,062.60)

NOTE: The winning bid however, 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.

- PROJECT OFFICERS/CONTACT PERSONS

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Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPs' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPs' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by MAITA SUMOGAD DANTE

Date Created 04/10/2022

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