



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9378548
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title 2023 DOT MIMAROPA STRATEGIC PLANNING WORKSHOP & ACCOMPLISHMENT OF ANNUAL REPORTS FY 2022
Area of Delivery Philippines

Solicitation Number:	2022-12-06	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 500,000.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	24/12/2022
Contact Person:	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com	Last Updated / Time	23/12/2022 17:29 PM
		Closing Date / Time	27/12/2022 14:00 PM

Description

I. Objectives:

1. Understand and internalize the organization's goals for FY 2023
2. Analyze external and internal environments to inform the organization's strategic directions
3. Plan for performance targets and budgetary requirements of the organization's operation and its programs
4. Engage employee's commitments toward achieving organizational objectives.

II. Scope of Service:

The service provider should be able to provide the transportations, transfers, meals, accommodation, meeting venue and training kit with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Travel & Tour Operator
- Inclusive Date: January 2023 (Exact date to be provided)
- Amenable to send-bill arrangement/government procedure: SOA shall be submitted five (5) working days after the completion of the activity
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in MIMAROPA Region

B. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate
5. DTI & SEC Registration

Note: All documentary requirements and proposal shall be sent via e-mail at dot4b.bacsecretariat@gmail.com/
tdd.mimaropa@gmail.com

III. SCOPE OF WORK/DELIVERABLES:

A. Airfare

1. Coron- Manila- Coron
January 2023 (exact date to be provided) for 1 pax with 20kgs baggage allowance each
2. Puerto Princesa- Manila- Puerto Princesa
January 2023 (exact date to be provided) for 1 pax with 20kgs baggage allowance each
3. Manila- Caticlan- Manila
January 2023 (exact date to be provided) for 30 pax with 20kgs baggage allowance each

Rebookable ticket with no incurred additional charges

B. Transportation (Van Hire)

- Air-conditioned tourist transport van with stored supplies of face mask, alcohol (sanitation kits) and first aid kit;
- Drivers must conform to the following itinerary:
Whole day van rental (10 hours) within Carabao Island to seaport and vice versa x 4 vans x 2 days
Van transfer from Caticlan Airport to Seaport vice versa x 4 vans x 2 days

C. Transportation (Boat Hire)

- Boat Hire rental for 10 hours that can accommodate 31 pax
Whole day boat rental (10 hours) to transfer from Caticlan port to San Jose port and vice versa (Exact date to be provided)

D. Meals

Requirements for meals shall include the following:

- Breakfast, Lunch, AM and PM snacks, and Dinner good 31 pax for 3 days (Exact date to be provided)

E. Meeting Venue

- Meeting room that can accommodate 30 pax observing the minimum requirement of social distancing
- Sound system, Laptop with printer for documentation, white board, LCD projector and screen
- WiFi access and or source of any internet connection
- Free flowing coffee and water

F. Accommodation

Must be DOT-Accredited Accommodation Establishment

Must provide room accommodation for the following:

- January 2023 3D2N (30 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

G. Travel and Sanitary Kits

1. Customized Canvas Tote Bag⁹

Materials: Bag dimensions (inches): 16.5in x 17in

Thick cream-colored canvas fabric with zipper. Printed design in front and back of the bag in vinyl or silk screen. With MIMAROPA Naturally logo printed Front: DOT Logo and MIMAROPA Naturally Logo Customized

2. Notebook/ Planner with Pen

With DOT MIMAROPA Logo (Please see Annex A for the design)

3. Sanitary Kit

Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, and wet wipes

H. Miscellaneous

Provision of Tarpaulin: 3m x 3m (9.84ft x 9.84 ft)

"Department of Tourism- MIMAROPA Strategic Planning FY 2023"

IV. PAYMENT SCHEMES

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.

Contact Person:

Ms. Sheila O. Pineda
Administrative Officer IV, DOT MIMAROPA
0942-9914199
dot4b.bacsecretariat@gmail.com

Created by Faye Angeli Argamosa Reyes

Date Created 23/12/2022

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.