



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9551133
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title COMMUNITY GUIDING TRAINING IN CORON, PALAWAN
Area of Delivery Palawan

Solicitation Number: 2023-03-03 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods - General Support Services Category: Travel, Food, Lodging and Entertainment Services Approved Budget for the Contract: PHP 166,640.00 Delivery Period: 12 Day/s Client Agency: <hr/> 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	Status	Pending
	Associated Components	1
	Bid Supplements	0
	Document Request List	0
	Date Published	09/03/2023
	Last Updated / Time	08/03/2023 15:46 PM
	Closing Date / Time	13/03/2023 12:00 PM

Description

TERMS OF REFERENCE
I. PROJECT TITLE

COMMUNITY GUIDING TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: March 19 – 27, 2023
Location: Coron, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip participants with the knowledge and ability to assist, facilitate, entertain, and guide the tourists and visitors who will visit the Municipality, provide livelihood opportunities, and enhance resource capability for tourism development in the respective locality; and for the participants to be accredited by the DOT.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a PHILGEPs REGISTERED
 - B. Must be a DOT Accredited Travel and Tour Agency or Tour Operator
 - C. Located in MIMAROPA or National Capital Region (NCR)
 - D. Must be willing to provide services on a send-bill arrangement
 - E. Must comply with the details of services specified in Item IV of the TOR
- DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS
1. Mayor's / Business Permit
 2. PHILGEPs Registration Number or Certificate of Platinum Membership
 3. Sec Registration Certificate
 4. DOT Accreditation Certificate
 5. Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES

- A. Airline Fare

Guests: Ms. Ma. Elizabeth Viray DOB: August 17, 1963
Ms. Maria Dolores Salamanca DOB: March 1, 1960
Mr. Ramon Mariñas DOB: October 22, 1983

1. March 19, 2023 (Sunday) – Early Morning Flight

- Manila to Coron

Ms. Maria Dolores Salamanca / 20kg Check-In Baggage

Ms. Ma. Elizabeth C. Viray / 20kg Check-in Baggage

Mr. Ramon Mariñas / 10 kg Check-in Baggage

2. March 21, 2023 (Monday)- AM Flight

- Coron to Manila

Mr. Ramon Mariñas / 10kg Check-in Baggage

3. March 27, 2023 (Monday) – Mid-Flight

- Coron to Manila / 20kg Check-In Baggage

Ms. Maria Dolores Salamanca

Ms. Ma. Elizabeth C. Viray

B. Transportation Expense

Residence to Airport and Vice Versa

March 19, 2023, and March 27, 2023

Pateros, MM – Airport – Pateros, MM
(DOT Facilitator)

March 19, 2023, and March 27, 2023

Quezon City – Airport – Quezon City
(Resource Speaker)

March 19, 2023, and March 21, 2023

Taytay Rizal – Airport – Taytay Rizal
(FBSE Trainor)

C. Airport Transfers

March 19, 2023

Busuanga Airport to Accommodation – Ms. Maria Dolores Salamanca

Ms. Ma. Elizabeth Viray

Mr. Ramon Mariñas

March 21, 2023

Accommodation to Busuanga Airport – Mr. Ramon Mariñas

March 27, 2023

Accommodation to Busuanga Airport – Ms. Maria Dolores Salamanca

Ms. Ma. Elizabeth Viray

D. Accommodation with Breakfast

Three (3) Rooms

- 3 Single occupancies for DOT Facilitator and DOT Resource Speaker

Duration: 8 nights-Resource Speaker/DOT Facilitator

- Check-in: March 19, 2023

- Check-out: March 27, 2023

Duration: 1 night – FBSE Trainor

- Check-in: March 19, 2023

- Check-out: March 21, 2023

E. Outside Meals

1. March 19, 2023 (Sunday)

Breakfast, Lunch and, Dinner

Guests: 3 pax (DOT Facilitator and DOT Resource Speaker)

2. March 20 - 26, 2023 (Monday to Sunday)

Dinner

Guest: 2 pax (DOT Facilitator and DOT Resource Speaker)

3. March 20, 2023 (Tuesday)

Dinner

Guest: 1 FBSE Trainor

4. March 27, 2023 (Monday)

Lunch

Guests: 2 pax (DOT Facilitator and DOT Resource Speaker)

F. Miscellaneous

1. Supplies and Training Kits

2. Tarpaulin Printing (8ft x 11ft)

3. Tokens for Resource Speaker – Local Culture and History/Basic First Aid

V. BUDGET

The budget for the conduct of the event is One Hundred Sixty-Six Thousand Six Hundred Forty Pesos (Php 166,640.00) inclusive of amenities and all government taxes and charges as defined in this Term 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 the bid does not exceed the above total budget.

VI. CONTACT PERSON

Name : Ma. Elizabeth C. Viray
DOT – MIMAROPA Regional Office
Contact number : 0921 521 3964
Email Address : bethcviray17@yahoo.com

Created by Monina Valdez Raneses

Date Created 08/03/2023

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