



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9642471
Procuring Entity DEPARTMENT OF TOURISM
Title 2nd Posting Procurement of Ground Handling Services for OIIM Learning Workshop re Filipino Brand of Service Excellence (FBSE) Train the Trainers Course for In-House Trainers-Tourism Enterprise Level I

Area of Delivery

Solicitation Number:	NP-SVP 2023-02-198 (2023-03-198 corrected SVP numb)	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 - General Support Services	Document Request List	1
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	06/04/2023
Approved Budget for the Contract:	PHP 677,699.94	Last Updated / Time	06/04/2023 00:00 AM
Delivery Period:	6 Day/s	Closing Date / Time	12/04/2023 10:00 AM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TERMS OF REFERENCE

I. PROJECT: FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE) TRAIN- THE-TRAINERS COURSE FOR IN-HOUSE TRAINERS – TOURISM ENTERPRISE LEVEL

II. PURPOSE/OBJECTIVES

The Office of Industry Manpower Development is in need of the services of service provider in the Philippines engaged in the business of providing training/seminar packages handling or coordinating transportation, accommodation, and events arrangements for such.

The FBSE is one of the main advocacy programs of the Department of Tourism, and aims to promote the best and positive about Filipino hospitality. It is envisioned to enhanced and uplift the quality of tourism services in the country, making excellence in service become a holistic national identity.

As such, the FBSE Train-the-Trainers Course will be conducted in order to increase the number of FBSE in-house trainers for tourism enterprises in line with the 100k FBSE trained individuals of the Secretary for 2023.

This training program aims to:

- 1) To develop pool of in-house trainers to conduct the FBSE Trainings in DOT- accredited tourism enterprises.
- 2) To cascade the FBSE Trainings to the DOT-accredited tourism enterprises and tourism work force.
- 3) To boost the participants' competencies in facilitating the FBSE trainings to their establishment's frontliners/personnel.

III. BACKGROUND

1. Training/workshop package

- a) Participants : Human Resource/ Training Managers or Supervisors of the accommodation establishments in the Cordillera Administrative Region (CAR)
- b) No. of Pax : Maximum of 40pax
- c) Dates/Period Covered : May 15-20, 2023
- d) Location / Venue : Baguio City

IV. MINIMUM REQUIREMENTS FOR SUPPLIES

- Must be a Service Provider engaged in transportation, accommodation and events management arrangements
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS); and
- Must be willing to provide services on a send-bill arrangement.
- Must be flexible to make adjustments in schedules and timelines, if necessary.

V. SCOPE OF WORK/DELIVERABLES

The following are the services required by the DOT:

1. TRANSPORTATION (VAN HIRE FOR 7PAX WITH SPACE FOR MATERIALS AND LUGGAGES)

- May 15, 2023 – Pick-up in Metro Manila for travel to Baguio City
- May 20, 2023 – Pick-up in Baguio City for travel to Metro Manila
- Transportation to training venue and off-session lunch and dinner venues, if necessary.

2. ACCOMMODATION AT A DOT-ACCREDITED HOTEL

A. For Resources Speakers and DOT Personnel (5 nights)

- Check-in on May 15, 2023 and check-out on May 20, 2023
- Three (3) Single rooms for resources speakers/FBSE trainers
- Three (3) Twin-sharing rooms for OIMD personnel and regional training officers
- Inclusive of breakfast
- Must be in same venue of training venue
- 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.

B. For Training Participants (4 nights)

- Check-in on May 16, 2023 and check-out on May 20, 2023
- Fifteen (15) Twin-sharing rooms for the 30 training participants
- Inclusive of breakfast
- Must be in same venue of training venue
- 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.

3. MEALS

A. IN-SESSION (for Resource Speakers, participants and DOT personnel)

- Provision of meals (morning snacks, lunch, afternoon snacks, and dinner) with drinks during the training period on May 16-19, 2023 for 40pax to be served in the rented function room / training venue; and
- Separate table for lunch and dinner set-up for the speakers and secretariat.

B. OFF-SESSION (for Resources Speakers and DOT Personnel)

- Provision of lunch with drinks for 9pax on May 15, 2023 and on May 20, 2023; and
- Provision of dinner with drinks for 9pax on May 15, 2023.

4. FUNCTION ROOM /TRAINING VENUE

- One (1) function room with a capacity of 40pax for May 16-19, 2023;
- Additional one (1) function room with a capacity of 20pax for May 18-19 2023;
- Must be in the same venue of the accommodation establishment
- U-shape 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 separate 1 table for speakers and 1 table for the secretariat.
- Fast and stable wifi internet service that can accommodate 40 users; and
- Provision of the following audio-visual equipment and technical assistance:
 - LCD Projector and wide screen
 - White board with whiteboard markers or flip charts with permanent markers
 - Basic sound system
 - Dedicated Technician/Technical Assistant during the workshop
 - Outlets/extension cords that can accommodate 40 laptops
 - Minimum of 3 wireless microphones;
 - Provision of pads and pencils for the 40pax; and
 - Free-flowing coffee, tea, water and candies/mints.

5. OTHER DELIVERABLES / INCLUSION

- Tarpaulin / FBSE Backdrop (design to be provided)

VI. APPROVED BUDGET FOR THE CONTRACT:

SIX HUNDRED SEVENTY-SEVEN THOUSAND SIX HUNDRED NINETY-NINE PESOS AND NINETY-FOUR CENTAVOS (P677,699.94)

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.

VII. PROJECT OFFICE/CONTACT PERSON

Jennifer G. Jacobo

Office of Industry Manpower Development

Trunk line: (02) 8459-5200 Local 214

Email: jgjacobo@tourism.gov.ph

Prepared by: Approved by:

JENNIFER G. JACOBO ARLENE A. ALIPIO
Project Officer OIC Director
MTD, OIMD Office of Industry Manpower Development

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.Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 05/04/2023

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