



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9800381  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** ONE MIND, ONE BODY TRAINING  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	2023-05-11	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 897,320.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	10 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	30/05/2023
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	29/05/2023 19:01 PM
		<b>Closing Date / Time</b>	02/06/2023 12:00 PM

#### Description

##### I. PROJECT TITLE

ONE MIND, ONE BODY TRAINING  
Host Agency: DEPARTMENT OF TOURISM - MIMAROPA  
Date / Location: June 13-17, 2023 – Mansalay, Oriental Mindoro  
June 19-23, 2023- Gloria, Orienta Mindoro

##### II. PROJECT RATIONALE AND OBJECTIVES

1. To help provide alternative livelihood through provision of series of trainings to alleviate the current situation
2. Boost the confidence of affected tourism workers in regaining the tourism industry in Oriental Mindoro
3. Equipped the members of CBSTOs the individual skills that will further enhance their services as a tourism worker
4. To pursue sustainable livelihood programs towards attaining economic stability

##### III. 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 &/or Mindoro Oriental
- Must be willing to provide services on a send bill arrangement
- Must comply with the detailed services specified in Item V of the TOR

##### IV. 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

All bid documents shall be submitted to: dot4b.bacsecretariat@gmail.com

## V. SCOPE OF WORK/SPECIFICATIONS

### A. Transportation

#### A.1 Van Rental

One (1) unit of air-conditioned van (at least 12-seater) with stored supplies of face mask, alcohol and first aid kit to conform for the following dates:

- June 13 & 19, 2023: DOT Office to Batangas Port (DOT MIMAROPA Staff and FBSE Speakers)
- June 13 & 19, 2023: Antipolo to Batangas Port (Resource Speakers)
- June 13 & 19, 2023: Nurture Wellness Village to Batangas Port (Hilot Trainers)
- June 13-17, 2023 & June 19-23, 2023 Within Oriental Mindoro
- June 17- 23, 2023: Batangas Port to Nurture Wellness Village
- June 23, 2023: Batangas Port to DOT Makati Office

#### A.2 Boat Fare and Terminal Fee

Should be able to provide boat transfers with terminal fee with the following dates:

- Six (6) pax for June 13 & 19, 2023: Batangas Port - Calapan Port (DOT MIMAROPA Staff and Resource Speakers)
- Four (4) pax for June 17 & 23, 2023: Calapan Port to Batangas Port (DOT MIMAROPA Staff and Resource Speakers)

### B. Meals

Provision of Meals in Mansalay and Gloria, Oriental Mindoro for the following dates:

#### On-session meals

1. June 13-16, 2023, four (4) days

AM Snacks, Lunch and PM Snacks good for 100 participants in Mansalay

2. June 19-22, 2023, four (4) days

AM Snacks, Lunch and PM Snacks good for 100 participants in Gloria

#### Off-session meals

1. June 13-15, 2023, three (3) days in Mansalay

Breakfast, Lunch, Dinner for two (2) pax (FBSE Speakers)

2. June 20-22, 2023, three (3) days in Gloria

Breakfast, Lunch, Dinner for two (2) pax (FBSE Speakers)

3. June 13-17, 2023, five (5) days in Mansalay

Breakfast, Lunch, Dinner for four (4) pax (DOT MIMAROPA Staff and Hilot trainers)

4. June 19-23, 2023, five (5) days in Gloria

Breakfast, Lunch, Dinner for four (4) pax (DOT MIMAROPA Staff and Hilot trainers)

### C. Use of Conference facility

- Venue should be able to accommodate a maximum of 100 pax giving due consideration to the minimum health and safety protocols
- Whole day rental of conference room on June 13-16, 2023 located in Mansalay
- Whole day rental of conference room on June 19-23, 2023 located in Gloria
- Venue should be able to provide basic sound system, PA system, microphone with free use of LCD projector and extension cords

### D. Accommodation

- Must provide single or twin occupancy room accommodation for June 13-15, 2023 3D2N for two (2) pax in Mansalay
- Must provide single or twin occupancy room accommodation for June 20-22, 2023 3D2N for two (2) pax in Gloria
- Must provide single or twin occupancy room accommodation for June 13-17, 2022 5D4N for four (4) pax in Mansalay
- Must provide single or twin occupancy room accommodation for June 19-23, 2022 5D4N for four (4) pax in Gloria
- Must be DOT-Accredited Accommodation Establishment in Bulalacao, Oriental Mindoro
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

### E. Training Materials

Shall be able to provide training materials good for 200 pax on June 13 & 19, 2023:

- 1.) 200pcs notebook (50pages) with ballpen
- 2.) 200pcs. ID and ID Holder
- 3.) 20pcs Face and Body Towel
- 4.) 20pcs. Essential Oil/Massage Oil (VCO)
- 5.) 20pcs Shower Cap
- 6.) 200pcs. Specialty papers for Certificates

#### F. Start-up Kit

Shall be able to provide training materials good for 200 pax on June 13 & 19, 2023:

- 1.) 200pcs. Face and Body Towel (White color)
- 2.) 200pcs. Essential Oil/Massage Oil (VCO in 100ml)
- 3.) 200pcs. Lotion (100ml)
- 4.) 200pcs. Shower Cap
- 5.) 200pcs. Customized Eco bag

#### G. Miscellaneous Fee

- Communication allowance covering the period of June 13-23, 2023

#### H. 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.

#### VI. CONTACT PERSON

JAY S. DE GUZMAN  
Tourism Development Division, DOT MIMAROPA  
(02) 459-5200 loc. 119  
0917-1378529

**Created by** Faye Angeli Argamosa Reyes

**Date Created** 29/05/2023

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