



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9796121
Procuring Entity DEPARTMENT OF TOURISM
Title Services for the M.I.C.E. Trainings

Area of Delivery

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|---|------------------------------|---------------------|
| Solicitation Number: RFQ NP-SVP No. 2023-05-349 | Status | Active |
| Trade Agreement: Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: Goods | Document Request List | 1 |
| Category: Services | Date Published | 28/05/2023 |
| Approved Budget for the Contract: PHP 500,000.00 | Last Updated / Time | 28/05/2023 00:00 AM |
| Delivery Period: | Closing Date / Time | 31/05/2023 11:00 AM |
| Client Agency: | | |
| Contact Person: Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph | | |

Description

Target Participants:

Maximum of 30 participants per run comprising of MICE organizers and service providers preferably from the accommodation, travel and tours, local government units, events and convention sectors.

Target Date/Period Covered: June 15-16 & 26-27, 2023
(subject to final confirmation)

PURPOSE/OBJECTIVES

To raise service standards in the MICE industry.
To develop globally competitive MICE professionals.
To train local tourism stakeholders in the destinations to be MICE players/ stakeholders and to advance the location as a MICE destination.

TECHNICAL DESCRIPTION/SPECIFICATIONS

The training provider must have handled MICE trainings for the tourism industry within the last three years and would be able to provide a highly specialized training in the field of MICE with the following deliverables:

Two (2) MICE 103: Event Marketing Course (16 hours/course)
To provide a Certified Meeting Professional (CMP) certification course, continuing education credit by the Events Industry Council.
Engagement of industry experts as Resource Speakers.
Coordination among the end-users, central and regional offices' participants before, during, and after the training to ensure attendance and participation.
Provide minimum of five (5) prizes per training for activities such as but not limited to energizers, ice breakers, quizzes, etc.
Administer pre-registration and feedback/post-evaluation forms using DOT templates.
Provide host and moderator during the training.
Issuance and distributions of e-certificates/certificates of participation.
Provide training/session materials without additional charges or fees.
Provide documentation and post-activity reports as maybe required by OIMD.

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2023-05-349

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In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

- 2. PhilGEPS Registration Number
- 3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
- 4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 31 May 2021 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 27/05/2023

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