



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9935277
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service provider for the Conduct of Strategic Planning and Capability Building for OIMD Training Champions
Area of Delivery Metro Manila

Solicitation Number:	SVP 2023-07-454	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	13/07/2023
Approved Budget for the Contract:	PHP 412,630.00	Last Updated / Time	12/07/2023 10:20 AM
Delivery Period:		Closing Date / Time	17/07/2023 13:00 PM
Client Agency:			
Contact Person:	JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph		

Description

TERMS OF REFERENCE
(Tour Operator)

I. PROJECT TITLE:

STRATEGIC PLANNING AND CAPABILITY BUILDING FOR OIMD TRAINING CHAMPIONS

II. BACKGROUND AND PROJECT DESCRIPTION

Teams that are driven by a common purpose and high regards for company and individual values can drive an organization to limitless success. Each member should learn the skills necessary not only to bring value to the group but also to appreciate the value that each member of the team contributes despite of their diversity. The 3-day workshop will explore how bonding as a team to achieve unified purpose can be facilitated by effective communication and mutual support.

The activity will also demonstrate the ability to communicate effectively through learned communication strategies and learn to appreciate the way people contributes uniquely to the group to make them understand that shared purpose is possible amidst diversity.

- Date/Period Covered: September 28 - 30, 2023
- No. of Participants: 16 Pax
- Location: Coron, Palawan

III. OBJECTIVES

1. To enable the officers and staff to further develop competencies and skills that can make them more effective;
2. To review internal procedures to improve and speed up the process of work; and
3. To recognize personal value that enhances group interactions.

IV. MINIMUM REQUIREMENT

- Must be a DOT-accredited tourism establishment
- Must be willing to provide services on a send-bill arrangement.
- Must be flexible to make adjustments in schedules, if necessary.

V. SCOPE OF WORK, COVERAGE, AND DELIVERABLES

1. ACCOMMODATION

- Eight (8) Twin-sharing rooms with breakfast
- o 3 days / 2 nights accommodation
- o Check-in: September 28, 2023
- o Check-out: September 30, 2023
- Hotel Transfers from airport to hotel and vise-versa

2. VENUE AND MEAL REQUIREMENTS

Date/Time Venue/Function Room Meal Requirement

September 28, 2023

12:00PM – 8:00PM • One Function Room that can accommodate 20 pax at one time with U-Shaped table set-up. Full-service with the following inclusions:

- o Basic sound system
- o LCD projector and screen
- o Extension cords
- o 2-4wired/wireless microphones
- o Free flowing coffee, tea and water stations
- o Complimentary use of wi-fi in the hotel rooms and function rooms for the duration of the event • Managed Buffet Lunch and Dinner

• PM Snacks

September 29, 2023

8:00AM – 2:00PM

4:00PM – 6:00PM o Venue for field immersion activities

o One Function Room that can accommodate 20 pax at one time with U-Shaped table set-up. Full-service with the following inclusions:

- o Basic sound system
- o LCD projector and screen
- o Extension cords
- o 2-4wired/wireless Microphones
- o Free flowing coffee, tea and water stations
- o Complimentary use of wi-fi in the hotel rooms and function rooms for the duration of the event • Managed Buffet Lunch

• AM Snacks

• Managed Buffet Dinner

• PM Snacks

September 30, 2023

8:00AM – 12:00PM

• One Function Room that can accommodate 20 pax at one time with U-Shaped table set-up. Full-service with the following inclusions:

- o Basic sound system
- o LCD projector and screen
- o Extension cords
- o 2-4wired/wireless Microphones
- o Free flowing coffee, tea and water stations
- o Complimentary use of wi-fi in the hotel rooms and function rooms for the duration of the event • Managed Buffet Lunch

• AM Snacks

3. TRAINING PROVIDER/FACILITATION

- o One (1) Facilitator to facilitate the conduct of the three-day activity

o Provide all the activities to be done and materials needed in the activities in close coordination with OIMD.

VI. APPROVED BUDGET COST:

Four Hundred Twelve Thousand Six Hundred Thirty Pesos (Php412,630.00) inclusive of all applicable government taxes in accordance with government procedure.

VII. TERMS OF PAYMENT:

Government Procedure / Send-bill Arrangements

VIII. PROJECT OFFICER/CONTACT PERSON:

ELENITA M. PAREJA
Office of Industry Manpower Development
Tel. No. 459-5200 local 218

Prepared by: Approved by:

ELENITA M. PAREJA ARLENE A. ALIPIO
Project Officer

Other Information

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 5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to jqperez@tourism.gov.ph on or before 17 July 2023 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by JOSE QUISORA PEREZ

Date Created 12/07/2023

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