



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10095655
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title FILIPINO BRAND OF SERVICE EXCELLENCE SEMINAR BUSUANGA AND CORON, PALAWAN
Area of Delivery Palawan

Solicitation Number: 2023-09-01	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods - General Support Services	Document Request List	0
Category: Services	Date Published	03/09/2023
Approved Budget for the Contract: PHP 208,720.00	Last Updated / Time	02/09/2023 22:00 PM
Delivery Period: 8 Day/s	Closing Date / Time	06/09/2023 17:00 PM
Client Agency:		
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		

Description

Terms of Reference

I. Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: September 9 – 11, 2023 (Busuanga) and September 13 - 17, 2023 (Coron)

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator or Travel and Tour Agency
- C. Located in NCR and Coron, Palawan
- D. Must be willing to provide services on a send bill arrangement
- E. Must comply with the detailed services specified in Item V of the TOR

III. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPS' Registration Number
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

- DOT Accreditation Certificate

IV. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Land)

1. September 8 and 18, 2023 (2 pax)

- Airport Transfer: Pick-up and drop-off only (Busuanga Airport to Busuanga Accommodation on September 8)
- Airport Transfer: Pick-up and drop-off only (Coron Accommodation to Busuanga Airport on September 18)
- Van Transfer from Busuanga to Coron on September 11, 2023

B. Transportation (Air)

1. September 8, 2023 – 1 Pax

- Air fare: MNL-USU (mid morning flight)

2. September 18, 2023 – 1 Pax

- Air fare: USU-MNL (mid morning flight)

3. Accommodation with Breakfast (must be DOT Accredited)

1. September 8 - 11, 2022 (4 nights in Busuanga, Palawan)

1 Twin Occupancy Room – Speaker and DOT Facilitator (2 Pax)

2. September 12 - 17, 2023 (6 nights in Coron, Palawan)

1 Twin Occupancy Room – Speaker and DOT Facilitator (2 Pax)

4. Meals / Workshop Requirements

1. Date of Function:

September 9 and 11, 2023 (Two days in Busuanga, Palawan) and September 13 to 17, 2023 (Five days in Coron, Palawan)

2. Number of Participants: 60 pax

3. Meals

- Plated Lunch with 1 round of drinks (iced tea or soft drinks)
- Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
- Water Dispenser

4. Registration table should be near the entrance of the function venue.

5. Secretariat table should be inside the venue for easier facilitation and contact with speakers.

6. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.

7. Classroom set-up (Social Distancing must be observed).

8. Aisles should be available in the middle and two sides.

9. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads.

5. Outside Meals

- September 8, 2023

Lunch and Dinner

Guests: 2 Pax (Speaker and Satellite Officer)

- September 9 - 17, 2023

Dinner

Guests: 2 Pax (Speaker and Satellite Officer)

6. Miscellaneous

1. Backdrop Tarpaulin 4 ft x 6 ft. (1 piece)

2. Communication Expense

V. BUDGET

Budget for the conduct of the event is Two Hundred Eight Thousand and Seven Hundred Twenty Pesos (Php 208,720.00) inclusive of amenities and all government taxes and charges as defined in this Terms 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 bid does not exceed the above total budget.

VI. CONTACT PERSON

Name : MR. JOSEPH GILBERT A. LAZARO
DOT-MIMAROPA Regional Office
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