



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	10207821
Procuring Entity	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title	CAPABILITY BUILDING TRAINING FOR TOURISM FRONTLINERS IN KALAYAAN ISLAND GROUP (TOURISM AWARENESS, FILIPINO BRAND OF SERVICE EXCELLENCE AND COMMUNITY ORGANIZING AND ENTERPRISE MANAGEMENT SEMINAR)
Area of Delivery	Palawan

Solicitation Number: 2023-10-07	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: Education and Training Services	Date Published	10/10/2023
Approved Budget for the Contract: PHP 579,105.00	Last Updated / Time	09/10/2023 21:34 PM
Delivery Period: 8 Day/s	Closing Date / Time	13/10/2023 07:00 AM
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 / Location : Kalayaan Islands, Palawan – October 16 – 23, 2023

II. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be PHILGEP REGISTERED
- Must be a DOT Accredited Tour Operator / Travel and Tour Agency
- Must have experience providing training services to DOT and other government agencies
- Located in the Province of Palawan
- Must be willing to provide services on a send-bill arrangement
- Price quotation should be denominated in the Philippine Pesos and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days
- Must comply with the detailed services specified in Item V of the TOR

III. 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
- DOT Accreditation Certificate

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

IV. SCOPE OF WORK/SPECIFICATIONS

A. TRANSPORTATION

1. Airfare

- Roundtrip Flight ticket with 20kgs baggage allowance per pax MNL-PPS-MNL for four (4) pax (October 16 and 23, 2023)

2. Van Hire

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

- October 16 and October 23, 2023 – Puerto Princesa City
- October 17, 2023 – Puerto Princesa City to Buliluyan Port
- October 22, 2023 –Buliluyan Port to Puerto Princesa City

B. MEALS

Provision of Meals for the following dates:

- Tourism Stakeholder Training Meals

October 19 and 20, 2023, two (2) days in Pag-Asa Island, Kalayaan, Palawan
AM Snacks, Lunch and PM Snacks good for 100 participants inclusive of re-useable utensils (plates, spoon and fork, drinking glasses)

- DOT and Resource Person Meals

Breakfast, Lunch and Dinner with AM and PM Snacks for four (4) pax (DOT MIMAROPA Staff and Resource Speakers) for eight (8) days (October 16 to 23, 2023)

C. ACCOMMODATION

- Must be DOT-Accredited Accommodation Establishment in Puerto Princesa City with the following details:
- Four (4) single/twin sharing room for 4 pax from October 16 – 17 and October 22 -23, 2023
- Must provide accommodation in Pag-Asa Island, Kalayaan from October 19 – 21, 2023 for four (4) pax

D. TRAINING VENUE

- 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 two (2) training venue on October 19 and 20 located in Pag-Asa Island, Kalayaan, Palawan
- Venue should be able to provide basic sound system, PA system, microphone with free use of LCD projector and extension cords

E. Start-Up Kits:

- Customized Waterproof Backpack and Hygiene Kit for one hundred (100) Participants

F. Miscellaneous:

- Tarpaulin Printing
 - 6ft x 8ft - Backdrop Tarpaulin
 - 3ft x 8ft - Welcome Tarpaulin
- Training materials/supplies:
 - o ID holder and Lace (100 pcs)
 - o Notebook and pen (100 pcs)

- o Certificate sheets – 180gsm / A4size / White (400 sheets)
- Communication Expense

V. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is FIVE HUNDRED SEVENTY NINE THOUSAND ONE HUNDRED FIVE PESOS (Php579,105.00), 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. 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.

VII. PROJECT OFFICER/CONTACT PERSON

JOSEPH GILBERT A. LAZARO
Senior Tourism Operations Officer
Tourism Regulation Division - DOT MIMAROPA
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Email: tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph

Created by Monina Valdez Raneses

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