



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10271868
Procuring Entity DEPARTMENT OF TOURISM
Title FILIPINO BRAND OF SERVICE EXCELLENCE TRAIN-THE-TRAINERS COURSE FOR IN-HOUSE TRAINERS - TOURISM ENTERPRISE LEVEL IN ZAMBOANGA CITY

Area of Delivery

Solicitation Number: RFQ NP-SVP 2023-10-687	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	28/10/2023
Approved Budget for the Contract: PHP 666,426.00	Last Updated / Time	27/10/2023 18:01 PM
Delivery Period:	Closing Date / Time	31/10/2023 13:00 PM
Client Agency:		
Contact Person: MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

FILIPINO BRAND OF SERVICE EXCELLENCE TRAIN-THE-TRAINERS COURSE FOR IN-HOUSE TRAINERS - TOURISM ENTERPRISE LEVEL IN ZAMBOANGA CITY

II. PROJECT DESCRIPTION

In order to spread the FBSE culture across the tourism sector, it is necessary to train more tourism professionals especially supervisors or middle managers in tourism enterprises to cascade the training at the enterprise level. Thus, the Office of Industry Manpower Development (OIMD) shall conduct the FBSE Train-the-Trainers Course for In-house Trainers for tourism enterprises in line with the 100K FBSE trained individuals as instructed by the Secretary for the year 2023.

- Target Participants: 33 pax comprising of managers/supervisors tourism enterprises/establishments, resource speakers, facilitators, and DOT secretariat
- Date/Period Covered : November 6-11, 2023 (subject to final confirmation)
- Location/Venue : Zamboanga

III. PURPOSE/OBJECTIVES

The OIMD is in need of the services of a service provider in the Philippines engaged in the business of providing training/seminar packages, handling or coordinating transportation, accommodation, and events arrangements for such.

The training program aims to:

1. Develop a pool of in-house trainers to conduct the FBSE Basic Trainings in DOT-accredited tourism enterprises.
2. Cascade the FBSE Trainings to the DOT-accredited tourism enterprises and tourism frontliners/workforce.
3. Boost participants' competencies in facilitating the FBSE trainings to their respective establishment's frontliners/personnel.

IV. MINIMUM REQUIREMENT

- Must be a Service Provider engaged in transportation, accommodation, and events management arrangements;
- Must be a DOT-accredited service provider;
- Must be willing to provide service on a send-bill arrangement; and
- Must be flexible to make adjustments in schedules and timelines, if necessary.

V. SCOPE OF WORK, COVERAGE, AND DELIVERABLES

The following are the services required by the DOT:

1. TRANSPORTATION - Php 133,214.99

A. Domestic airline tickets inclusive of baggage allowances:

Flight Itinerary

*Flight Details are subject to change Number of Pax Intended Passengers

November 6, 2023

Manila – Zamboanga

preferably AM flight

*inclusive of 25-30 kilos baggage allowance each 4 DOT Project Officer, Technical Team, and FBSE Master Trainers

November 8, 2023

Manila – Zamboanga

preferably AM flight

*inclusive of 20 kilos baggage allowance 1 DOT-OIMD panel member

November 11, 2023

Zamboanga – Manila

preferably PM flight between

*inclusive of 20 kilos baggage allowance 5 DOT-OIMD Official, Project Officers, Technical Team, and FBSE Master Trainers

B. Van Hire (inclusive of driver, driver's meals, gasoline, applicable parking fees)

Date Time Purpose

November 6, 2023 Whole day • Airport/Land transfers to hotel for 4 pax with space for luggage and training materials

• FBSE monitoring of FBSE participating accommodation establishments

November 8, 2023 Whole day • Airport/Land transfers to hotel for 1 pax with space for luggage and training materials

• FBSE monitoring of FBSE participating accommodation establishments

November 11, 2023 Whole day • FBSE monitoring of FBSE participating accommodation establishments

• Airport/land transfers for 6 ax with space for luggage

o Provision of transportation to training venue and off-session lunch/dinner venues, if necessary.

2. ACCOMMODATION IN A DOT-ACCREDITED HOTEL/RESORT - Php 296,726.00

2.1 For Resource Speakers and DOT Personnel - 6 days/5 nights

•Two (2) Single Rooms for FBSE Master Trainers

•Three (3) Twin-sharing Rooms for DOT personnel (OIMD and regional training officers)

2.2 For Training Participants - 5 days/4 nights

• Thirteen (13) Twin-sharing Rooms for the 26 participants

- Room accommodation must be inclusive of breakfast

- Room accommodation should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check in date;

- Complimentary Wi-Fi; and

- Inclusion of free access to all facilities and amenities within the hotel/resort.

3. MEALS (IN-SESSION AND OFF-SESSION) - Php 124,942.00

• Provision of meals for the following activities:

Date Time No. of Pax Purpose

November 6, 2023 Lunch 7 • Lunch upon arrival from the airport of DOT-OIMD Project Officers, FBSE Master Trainers, and R9 Training Champions

• Inclusive of drinks

Dinner 7 • Dinner preferably in a local restaurant

• Inclusive of drinks

November 7, 2023 AM Snacks

PM Snacks

Lunch 33 • AM and PM Snacks, Plated/Managed Buffet

Lunch

• Inclusive of drinks for all meals

• To be served in the function room/training venue

Dinner 7 • Dinner for resource speakers and DOT-OIMD Team and R9 Training Champions, preferably in a local restaurant

• Inclusive of drinks

November 8, 2023 AM Snacks

PM Snacks

Lunch 33 • AM and PM Snacks, Plated/Managed Buffet

Lunch

• Inclusive of drinks for all meals

- To be served in the function room/breakout rooms
- Dinner 7 • Dinner for resource speakers and DOT-OIMD Team and R9 Training Champions, preferably in a local restaurant
- Inclusive of drinks
- November 9, 2023 AM Snacks PM Snacks
- Lunch 33 • AM and PM Snacks, Plated/Managed Buffet
- Lunch
- Inclusive of drinks for all meals
 - To be served in the function room/breakout rooms
- Dinner 7 • Dinner for resource speakers and DOT-OIMD Team and R7 Training Champions, preferably in a local restaurant
- Inclusive of drinks
- November 10, 2023 AM Snacks
- PM Snacks
- Lunch 33
- AM and PM Snacks, Plated/Managed Buffet Lunch
 - Inclusive of drinks for all meals
 - To be served in the function room/breakout rooms
- Dinner 7 • Closing dinner for organizers, resource speakers, preferably local restaurant
- Inclusive of drinks
- November 11, 2023 Lunch 7 • Lunch with drinks after hotel check-out for resource speakers, DOT-OIMD Team and R9 Training Champions
- Preferably in a local restaurant near the airport

4. FUNCTION ROOMS/TRAINING VENUE – Php 70,000.00

Provision of training venue based on the following requirements;

Date Time Venue Capacity Venue Requirements

November 6, 2023 3:00 PM – 5:00 PM 7 pax Small Meeting Room

November 7-8, 2023 8:00AM - 6:00PM 33 pax Function Room

-U Shape Setup

November 9, 2023 8:00AM - 6:00PM 18-20 pax per breakout room Breakout Room 1 and 2

-U shape physical setup

November 10, 2023 8:00AM - 6:00PM 33 pax Function Room

-U shape Setup

- Must be within the same venue of the accommodation establishment;
- If possible, no visible posts at the middle of the room to block the view of the participants to the stage/presentation area;
- Provision of 1 separate table for speakers/panelists and 1 table for the secretariat
- Provision of pads and pencils for the participants;
- Free-flowing coffee, tea, water stations, and candies/mints;
- Fast and stable WIFI internet service that can accommodate 33 users; and
- Provision of the following audio-visual equipment and technical assistance in the required function rooms:
 - o Basic sound system;
 - o LCD projector and screen;
 - o Whiteboard with whiteboard markers or flip charts with permanent markers
 - o Outlets/extension cords that can accommodate at least 30 laptops;
 - o Minimum of 3 wired or wireless microphones; and
 - o Standby banquet staff and technical personnel.

5. OTHER DELIVERABLES/INCLUSIONS - Php 41,5543.00

5.1 Provision of dedicated project coordinator from the service provider

5.2 Photo and video documentation with SDE

5.3 Welcome Banner (layout to be approved by the end-user)

VI. APPROVED BUDGET COST:

Six Hundred Sixty-Six Thousand Four Hundred Twenty-Six Pesos only (Php 666,426.00) inclusive of all applicable government taxes in accordance with government procedure.

VII. PROJECT OFFICER/CONTACT PERSON:

MARIAN B. OBISPO

Office of Industry Manpower Development

Tel. no. 459-5200 local 218

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 mbbuscano@tourism.gov.ph on or before 31 October 2023 at 01:00 pm. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 27/10/2023

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