



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10401459
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title CAPABILITY BUILDING TRAINING FOR TOURISM FRONTLINERS IN KALAYAAN ISLAND GROUP (PHASE 2) (HOMESTAY TRAINING AND KULINARYA / FOOD SANITATION TRAINING)
Area of Delivery Palawan

Solicitation Number: 2023-12-02	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods - General Support Services	Bid Supplements	0
Category: Services	Document Request List	0
Approved Budget for the Contract: PHP 630,106.10	Date Published	07/12/2023
Delivery Period: 9 Day/s	Last Updated / Time	06/12/2023 15:00 PM
Client Agency:	Closing Date / Time	11/12/2023 13:00 PM
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
 Location : Pag-asa Island, Kalayaan Islands, Palawan
 Date of Implementation : December 14 - 22, 2023 (schedule subject to change)

II. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be PHILGEPS 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 (December 14 and 22, 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:

- December 14 and December 22, 2023 – Puerto Princesa City
- December 15, 2023 – Puerto Princesa City to Buliluyan Port
- December 21, 2023 –Buliluyan Port to Puerto Princesa City

B. MEALS

Provision of Meals for the following dates:

- Tourism Stakeholder Training Meals for Homestay Training
December 16 - 20, 2023, five (5) days in Pag-Asa Island, Kalayaan, Palawan
AM Snacks, Lunch and PM Snacks good for 35 participants
- Tourism Stakeholder Training Meals for Kulinarya / Food Sanitation Training
December 16 - 18, 2023, three (3) days in Pag-Asa Island, Kalayaan,
Palawan

AM Snacks, Lunch and PM Snacks good for 35 participants

- 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 nine (9) days (December 14 - 22, 2023)

C. ACCOMMODATION

- Must be DOT-Accredited Accommodation Establishment in Puerto Princesa City with the following details:
- Four (4) single room for 4 pax from December 14 - 15, 2023 and December 21 - 22, 2023

Must provide accommodation in Pag-Asa Island, Kalayaan from December 16 - 20, 2023 for four (4) pax

D. TRAINING VENUE

- Two (2) Training Venue should be able to accommodate a maximum of 50 pax each giving due consideration to the minimum health and safety protocols

Whole day rental of two (2) training venue on December 16 - 20, 2023 and December 16 - 18, 2023 respectively 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 for Homestay Training:

- Cleaning Set, Bed Linen and Bathroom Amenities for thirty (30) Participants
 - o 2 pcs Bed Pillows (standard size)
 - o Cotton Blanket (queen size)
 - o 4 in 1 Bedsheet Set (2 pillowcase, 1 Duvet Cover, 1 Bed sheet)
 - o Flat Mop with spinner and bucket
 - o Broom and Dustpan Set

F. Start Up Kits for Kulinarya / Food Safety Training:

- Kitchen Utensils and Equipment Set for thirty (30) Participants
 - o Set of Kaldero (sizes 1, 2 and 3) and Kawali
 - o Kitchen Knife set with Scissors
 - o Chopping Board
 - o Stainless Steel Kitchen Utensil Tool Set
 - o Customized Kitchen apron (Love the Philippines Logo)
 - o Small Kitchen Weighing Scale

G. Miscellaneous:

- Tarpaulin Printing
 - 6ft x 8ft - Backdrop Tarpaulin (2 pcs.)
 - 3ft x 8ft - Welcome Tarpaulin (1 pc.)
- Training materials/supplies:
 - o ID holder and Lace (60 pcs)
 - o Notebook and pen (60 pcs)
 - o Certificate sheets – 180gsm / A4size / White (100 sheets)
- Communication Expense

V. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is SIX HUNDRED THIRTY THOUSAND ONE HUNDRED SIX PESOS AND TEN CENTAVOS (630,106.10), 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
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Tourism Regulation Division - DOT MIMAROPA
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Created by Monina Valdez Raneses
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contact person/s of the concerned party.