



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10951359
Procuring Entity DEPARTMENT OF TOURISM
Title Tour Operator for the conduct of Monitoring of the Filipino Brand of Service Excellence Training in Cotabato City, BARMM on 26-28 June 2024

Area of Delivery

| | | |
|---|------------------------------|---------------------|
| Solicitation Number: RFQ NP-SVP 2024-06-0212 | 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 - General Support Services | Document Request List | 0 |
| Category: Travel, Food, Lodging and Entertainment Services | Date Published | 14/06/2024 |
| Approved Budget for the Contract: PHP 84,435.00 | Last Updated / Time | 13/06/2024 14:34 PM |
| Delivery Period: 3 Day/s | Closing Date / Time | 17/06/2024 14:00 PM |
| Client Agency: | | |
| Contact Person: Kathleen Mae Escorial Bisares Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 kebisares@tourism.gov.ph | | |

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

MONITORING OF THE FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING IN BARMM
(Project Monitoring)

II. BACKGROUND/PROJECT DESCRIPTION

The Filipino Brand of Service Excellence (FBSE) Program is one of the centerpiece programs of the Department of Tourism which aims to promote the best and the positive about Filipino hospitality. The FBSE is envisioned to enhance and uplift the quality of tourism services in the country and highlight the world-renowned warm Filipino hospitality. As part of the monitoring and assessment of the rollout of this program across all regions, the Office of Industry Manpower Development (OIMD) monitor the conduct of the basic Filipino Brand of Service Excellence in Cotabato City, BARMM.

Number of pax: Three (3) pax

Date/Period Covered: June 26 - 28 2024

Location/Venue: Cotabato City

III. PURPOSE/OBJECTIVES

The Office of Industry Manpower Development is in need of the services of a third party service provider engaged in the business of providing training/seminar packages, handling or coordinating transportation, accommodation, and meals for the conduct of the said training program.

The monitoring activity aims to:

- Continuously measure and assess the effectiveness and quality of the training delivery.
- Provide comments and recommendations on the resource person's training delivery.

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.
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors.

V. SCOPE OF WORK, COVERAGE, AND DELIVERABLES

The following are the services required by the DOT.

1. TRANSPORTATION

A. Roundtrip airline tickets inclusive of 20 kilos baggage allowance.

Flight route: Manila - Cotabato

Departure Date: June 26, 2024

Departure time preferably between 9:00 AM - 10:00 AM

Pax: Three (3)

Intended Passengers: Two (2) representatives from DOT Office of Industry Manpower Development and One (1) FBSE Trainer

Flight route: Cotabato - Manila

Departure Date: June 28, 2024

Departure time preferably between 11 AM - 12:00 PM

Pax: Three (3)

Intended Passengers: Two (2) representatives from DOT Office of Industry Manpower Development
One (1) FBSE Trainer

If the preferred departure time has been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.

2. ACCOMMODATION IN A HOTEL

A. For Resource Speakers and DOT Personnel 3 days/2 nights

• Check-in: June 26, 2024

• Check-out: June 28, 2024

• One (1) Single Room for the Resource Speakers

• One (1) Twin-sharing Room for DOT personnel and official.

• 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.

3. MEALS (IN-SESSION AND OFF-SESSION)

Provision of meals for the following activities:

Date: June 26, 2024

Time: Lunch and Dinner

Pax: Three (3)

Purpose: Arrival of DOT Staff and FBSE Master Trainer

Date: June 27, 2024

Time: Dinner

Pax: Three (3)

Purpose: Dinner of DOT Staff and FBSE Master Trainer

Date: June 28, 2024

Time: Breakfast and Lunch

Pax: Three (3)

Purpose: Departure (Return flight) of DOT Staff and FBSE Master Trainer

4. OTHER DELIVERABLES/INCLUSIONS

4.1 Provision of dedicated project coordinator from the tour operator

APPROVED BUDGET COST:

Eighty Four Thousand Four Hundred Thirty Five Pesos only (P84,435.00) inclusive of all applicable government taxes in accordance with government procedure.

Note: Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

VI. PROJECT OFFICERS/CONTACT PERSONS:

RYAN LORENZO C. MANALO

Office of Industry Manpower Development

(02) 8459-5200 | rlcmanalo@tourism.gov.ph

Manpower Training Development

Office of Industry Manpower Development

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/business Permit/BIR cert. of Registration (Individual)
2. PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
3. Latest annual Income Tax Return (for ABC's above PhP500K)
4. Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by Kathleen Mae Escorial Bisares

Date Created 13/06/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.