



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11418613  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** TOUR PACKAGE DEVELOPMENT TRAINING  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b> 2024-10-060	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 200,880.00	<b>Date Published</b>	31/10/2024
<b>Delivery Period:</b> 5 Day/s	<b>Last Updated / Time</b>	30/10/2024 13:10 PM
<b>Client Agency:</b>	<b>Closing Date / Time</b>	04/11/2024 17:00 PM
<b>Contact Person:</b> 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. PROJECT TITLE

TOUR PACKAGE DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
 Date : November 11-15, 2024  
 Location : Puerto Galera, Oriental Mindoro

##### II. PROJECT RATIONALE AND OBJECTIVES

The program is designed to help local stakeholders in the tourism industry on how to effectively package, operate and manage a tour in their respective areas. Following a step-by-step procedure to develop and market effectively the tour product. The said training aims: (1) to train local tourism stakeholders on how to develop tour packages as well as how to deliver said packages; (2) to understand the role of tour operators and the components of a tour package; (3) to plan, develop, and deliver tour package itineraries; (4) to cost and price a tour package itinerary; (5) to market and sell a tour package; and (6) to evaluate performance and production.

##### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Preferably DOT Accredited Tour Operator and/or Travel & Tour Agency
- C. Located in Metro Manila and/or Puerto Galera
- 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

##### IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

#### V. SCOPE OF WORK / DELIVERABLES

##### A. Transportation

- Gas & RFID (Office Vehicle)
- November 11, 2024 – DOT Office to Batangas Port  
November 15, 2024 – Batangas Port to DOT Office

- Boat Fare and Terminal Fee for 3 pax
- November 11, 2024 – Batangas Port to Puerto Galera  
November 15, 2024 – Puerto Galera to Batangas Port

##### B. Accommodation with Breakfast

- One Single Room for DOT Facilitator  
November 11-15, 2024 (4 Nights)
- One Twin Sharing Room for Speaker  
November 11-15, 2024 (4 Nights)

##### C. Training Meals and Venue

- Date of Training: November 12-14, 2024  
Number of Participants: 35 pax  
Meals: AM/PM Snacks and Buffet Lunch
- Venue with projector, microphones, speaker, tables and chairs
  - Free flowing coffee
  - Water Dispenser

##### D. Outside Meals

- DOT Facilitator and Speaker (3 pax)
- November 11 – Bfast, Lunch and Dinner  
November 12-14 – Dinner  
November 15 – Lunch

##### E. Driver

- Driver
- November 11 – Bfast, Lunch and Dinner  
November 15 – Bfast, Lunch and Dinner

##### F. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)
- Board Vellum Paper
- Incidental for DOT Facilitator and Driver

#### VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is TWO HUNDRED THOUSAND EIGHT HUNDRED EIGHTY PESOS (Php 200,880.00), inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

#### VII. PAYMENT PROCEDURE

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.

#### VIII. PROJECT OFFICER / CONTACT PERSON

Name : MS. MA. EDNELLIZA C. BALAGTAS  
Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph  
Contact No. : 0926 856 3214

**Created by** Monina Valdez Raneses

**Date Created** 30/10/2024

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