



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11522598  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** COMMENTARY DEVELOPMENT TRAINING  
**Area of Delivery** Metro Manila, Oriental Mindoro

<b>Solicitation Number:</b> 2024-11-065	<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 158,410.00	<b>Date Published</b>	23/11/2024
<b>Delivery Period:</b> 4 Day/s	<b>Last Updated / Time</b>	22/11/2024 17:56 PM
<b>Client Agency:</b>	<b>Closing Date / Time</b>	26/11/2024 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

COMMENTARY DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA REGION

Date : December 1-4, 2024, inclusive of travel date

Location : Puerto Galera, Oriental Mindoro

##### II. PROJECT RATIONALE AND OBJECTIVES

The program is designed to help the Filipino Tourism Frontliners, specifically the tour guides to revisit their skills in commentary development. Moreover, it aims to: (1) understand the concept of the parts and functions of a commentary (2) identify different "unhealthy habitual practices" of a tour guide in the commentary (3) know how commentary affects the total satisfaction level of a visitor by practicing due professional diligence in service delivery (4) remember the process how commentaries become impactful and lasting (5) demonstrate their commentary with integration of the health and safety protocols and (6) restart in the tour guiding industry with confidence, professional conduct and enabling to becoming Goodwill Ambassador of the MIMAROPA Region.

##### 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

- Boat Fare and Terminal Fee

Passenger:

Ms. Rochelle Camille A. Antenor / DOB: August 3, 2002

Mr. Romano De Castro Del Rosario / DOB: February 12, 1987

December 1 – Batangas Port to Balatero Port

December 4 – Calapan Port to Batangas Port

- Transfer Fee

Passenger:

Ms. Rochelle Camille A. Antenor / DOB: August 3, 2002

Mr. Romano De Castro Del Rosario / DOB: February 12, 1987

- Grab

Passenger:

Mr. Romano De Castro Del Rosario / DOB: February 12, 1987

December 1 – Residence to Buendia

December 4 – Buendia to Residence

#### B. Accommodation

- One Single Room for DOT Facilitator

December 1-4, 2024 (3 Nights & 4 Days)

- One Single Room for Speaker (Commentary Development)

December 1-4, 2024 (3 Nights & 4 Days)

#### C. Training Meals

Date of Training: December 2-4, 2024

Number of Participants: 35 pax

Meals: AM/PM Snacks and Lunch

#### D. Outside Meals

- DOT Facilitator

December 1 – Breakfast, Lunch and Dinner

December 2 – Breakfast and Dinner

December 3- Breakfast and Dinner

December 4- Breakfast and Dinner

- Speaker

December 1 – Breakfast, Lunch and Dinner

December 2 – Breakfast and Dinner

December 3- Breakfast and Dinner

December 4- Breakfast and Dinner

#### E. Miscellaneous

- Backdrop Tarpaulin

- Vellum Board

- Training Venue

#### VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is ONE HUNDRED FIFTY-EIGHT THOUSAND FOUR HUNDRED TEN PESOS (Php 158,410.00), 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 : ROCHELLE CAMILLE A. ANTENOR

Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph

Contact No. : 0966 028 2937

**Created by** Monina Valdez Raneses

**Date Created** 22/11/2024

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.