



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8168621  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** BASIC KOREAN LANGUAGE I FOR TOURISM FRONTLINERS  
**Area of Delivery** Palawan

<b>Solicitation Number:</b> 2021-11-002	<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>Approved Budget for the Contract:</b> PHP 220,050.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 7 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	10/11/2021
<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 dot.mimaropa@gmail.com	<b>Last Updated / Time</b>	09/11/2021 10:34 AM
	<b>Closing Date / Time</b>	15/11/2021 13:00 PM

#### Description

Terms of Reference

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
 Date : November 23-27, 2021  
 Location : Puerto Princesa City, Palawan

#### I. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator
- C. Located in the Province of Palawan
- D. Must be willing to provide services on a send bill arrangement
- E. Must comply with the details of services specified in Item IV of the TOR

#### DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Current Mayor's / Business Permit / BIR Certification (for Individual)
2. PHILGEPS Registration Number or Certificate of Platinum Membership
3. Registration Certificate from SEC or DTI
4. DOT Accreditation Certificate
5. Original or certified true copy of duly notarized Omnibus Sworn Statement

#### II. SCOPE OF WORK / DELIVERABLES

A. Transportation

Airline Ticket

Guest : Mr. David John D. Apigo

November 22, 2021 MNL-PPS / 0900-1020 / 20kg

November 28, 2021 PPS-MNL / 1100-1220 / 20kg

B. Accommodation with Breakfast and Airport Transfer

1. Single Occupancy Room for DOT Resource Speaker

2. Duration: 6 nights

Check-in : November 22, 2021

Check-out : November 28, 2021

C. Function / Workshop Requirements

Date of Function : November 23-27, 2021 (5 days)

Number of Participants : 25 pax

1. Meals

Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)

Plated Lunch with 1 round of drinks (iced tea or soft drinks)

Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)

Free flowing Coffee

Water Dispenser

2. Capacity of the venue must be good for 60 pax to allow mobility for the workshop component.

3. Registration should be near the entrance of the function venue.

4. Entrance should have sanitation floor mat, alcohol dispenser, thermal scanner and health declaration form.

5. Secretariat table should be inside the venue for easier facilitation and contact with the speaker.

6. One table near the stage area shall be reserved for the speaker. It should be near for the laptop computer / Classroom set-up.

7. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.

8. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, white board and tech pen, WIFI access.

9. Welcome tarpaulin 4sq. ft. x 6sq. ft. and backdrop tarpaulin 12sq. ft. x 6sq. ft.

D. Outside Meals

1. November 22, 2021

Breakfast for DOT Resource Speaker

2. November 22-27, 2021

Dinner for DOT Resource Speaker

3. November 28, 2021

Lunch for DOT Resource Speaker

E. Other Expenses

1. RT-PCR Testing for DOT Resource Speaker

2. Courier Fee of Training Materials

3. Communication Allowance for DOT Facilitator and DOT Satellite Staff

4. Transportation Allowance, meals and other incidental expenses for DOT Satellite Staff

III. BUDGET

Budget for the conduct of the event is Two Hundred Twenty Thousand Fifty Pesos (PhP 220,050.00) inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

In the event the DOT is able to secure sponsorship, 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, if the amount of bid does not exceed the above total budget.

**Created by** Monina Valdez Raneses

**Date Created** 09/11/2021

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