



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7695514  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV  
**Title** Training on Tourist Reception and Guiding Techniques on June 16 - 18, 2021 in Maragondon, Cavite  
**Area of Delivery** Cavite

<b>Solicitation Number:</b>	DOT IV-A-05-2021-033	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	17/05/2021
<b>Approved Budget for the Contract:</b>	PHP 120,600.00	<b>Last Updated / Time</b>	17/05/2021 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	24/05/2021 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jhera Javier San Valentin Administrative Officer IV Brgy. Halang, National Highway Calamba City Laguna Philippines 4027 63-49-5080761 63-49-5080741 dot.calabarzon@gmail.com		

#### Description

Details:

Budget: Php 120,600.00 inclusive of tax

Inclusions:

Transportation  
Meals  
Accommodation  
Training Kit  
Other Expenses (as indicated in the main document)

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Transportation	as indicated in the main document	2	Lot	15,000.00
2	Meals (full board)	as indicated in the main document	99	Lot	59,400.00
3	Meals (Dinner)	as indicated in the main document	6	Lot	2,400.00
4	Accommodation	as indicated in the main document	6	Lot	30,000.00
5	Training Kits	as indicated in the main document	30	Set	4,500.00
6	Other Expenses	as indicated in the main document	34	Lot	8,300.00

#### Other Information

- \* The winning bid shall be based on the proposal with the most advantageous package cost, provided that it has met all the financial and technical requirements
- \* The winning bidder must be willing to wait at least 30 working days for government payment facilitation process

#### INSTRUCTION TO BIDDERS:

- All quotation must be submitted hand carry or courier service to DOT Region IV-A, G/F Dencris Business Center Building, National Highway, Brgy. Halang, Calamba City, Laguna.
- Proposed bid should be sealed, addressed to BAC Secretariat and indicate the SOLICITATION NUMBER

3. The BAC Secretariat will not ACCEPT proposals/quotations that will be sent through e-mail.

CHECKLIST OF TECHNICAL & ELIGIBILITY and  
FINANCIAL REQUIREMENT FOR BIDDERS  
(GOODS SERVICES):

1. Mayor's Permit/ Business Permit
2. Philgep's Registration Number
3. Omnibus Sworn Statement

NOTE: Kindly prepare other Bidding Documents, it might be requested by the BAC Committee.

**Created by** Jhera Javier San Valentin

**Date Created** 16/05/2021

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.



## TERMS OF REFERENCE

### I. PROJECT

TRAINING ON TOURIST RECEPTION AND GUIDING TECHNIQUES ON JUNE 16 - 18, 2021

### II. BACKGROUND

Communicating is all about listening and understanding the other party. Knowing what the tourists' needs and wants let us identify their expectations and in turn deliver appropriate services to assure customer satisfaction. This program is designed with the end view of developing / improving the performance of frontliners in rendering first rate professional service in the tourism industry.

### III. OBJECTIVES

- To instill in the participants the importance of the role of tourist receptionists;
- To provide information on the basic procedures in receiving guests, basic check-in, and check-out procedures; and
- To professionalize the provision of basic guiding services to tourists

### IV. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited
2. Willing to provide services on a send-bill arrangement

#### Scope of Works/ Deliverables

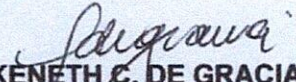
Particulars	Breakdown	Quantity	Remarks
<b>Transportation</b>	<b>Van Hire:</b> June 15, 2021	1	<ul style="list-style-type: none"> <li>• Land Transportation to Calamba – Sta. Rosa - Maragondon</li> </ul>
	June 18, 2021	1	<ul style="list-style-type: none"> <li>• Land Transportation to Maragondon – Sta. Rosa - Calamba</li> <li>• Must be DOT Accredited</li> </ul>
<b>Meals</b>	<b>Snac-ks AM/PM and Lunch</b> June 16-18, 2021 33 pax x 2days	99	
	<b>Dinner</b> June 15-17, 2021 2pax x 3days	6	
<b>Accommodation</b>	June 15-17, 2021 (Overnight) 2pax x 3nights	6	<ul style="list-style-type: none"> <li>• Must be DOT Accredited</li> </ul>
<b>Training Kit</b>	Notebook, Ballpen, ID holder, ID lace	30	
<b>Other Expenses</b>	Hygiene Kit (face mask, face shield, alcohol)	30	
		1	



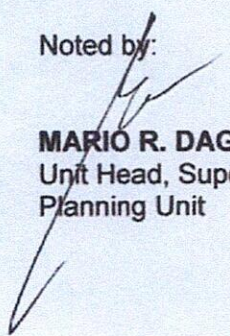
	Load Card	1	
	Tarpaulin (9 feet x 6 feet)		
	Antigen Test	2	

**V. BUDGET: Php 120,600.00 inclusive of tax**

**VI. PROJECT OFFICER/CONTACT PERSON**

  
**KENETH C. DE GRACIA**  
Tourism Officer II  
Planning Unit

Noted by:

  
**MARIO R. DAGA**  
Unit Head, Supervising. TOO  
Planning Unit