



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8176005
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title FUN AND MEANINGFUL TRAVEL EXPERIENCE THRU COMMENTARY DEVELOPMENT: A TOUR'S GUIDE APPROACH
Area of Delivery Palawan

Solicitation Number:	2021-11-003	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 214,200.00	Document Request List	0
Delivery Period:	5 Day/s		
Client Agency:		Date Published	11/11/2021
Contact Person:	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	Last Updated / Time	10/11/2021 15:16 PM
		Closing Date / Time	15/11/2021 13:00 PM

Description

Terms of Reference

I. Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
 Date: November 29 – December 1, 2021
 Location: Coron, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEP 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 detailed 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. Latest Income Tax Return (for ABC's above Php 500,000.00)
 4. Registration Certificate from SEC or DTI
 5. DOT Accreditation Certificate

6. Original or Certified true copy of duly notarized Omnibus Sworn Statement

III. SCOPE OF WORK/DELIVERABLES:

A. Transportation (Land and Air)

1. November 28, 2021 – December 2, 2021 – 1 pax
Taxi Fare (Caloocan - Residence to NAIA Terminal and Vice Versa)

2. November 28, 2021 – December 2, 2021
Roundtrip Airline Ticket from Manila to Coron with Checked-in Baggage
Passenger Name: Mr. Romano Del Rosario

Airport Transfer from Airport to the Hotel and Vice Versa
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B. Accommodation with Breakfast

1. November 28, 2021 – December 2, 2021 (4 nights)

1 Single Occupancy Room – Speaker

2. November 28, 2021 – December 2, 2021 (4 nights)

1 Single occupancy room – DOT Facilitator (1 pax)

C. Function Venue with Meals / Workshop Requirements

1. Date of Function: November 29, 2021 – December 1, 2021 (3 days)

2. Number of participants: 35 pax

3. 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

4. Capacity of the venue must be good for 70pax to allow mobility for the workshop component and considering the maximum reduced capacity;

5. Registration table should be near the entrance of the function venue;

6. Secretariat table should be inside the venue for easier facilitation and contact with speakers;

7. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer;

8. Classroom set-up with 2 meters apart for Social Distancing and not the round table set-up to be able to capture the attention of the participants;

9. Aisles should be available in the middle and two sides; and

10. Stage, Podium, Microphones / PA system, Projection Screen, LCD Projector, Pens and pad, Thermal Scanner, Alcohol, Tissue and Free Wi-Fi access;

D. Outside Meals

1. November 28, 2021

Breakfast, Lunch and Dinner (1 pax)

2. November 29 – December 1, 2021 – 2 pax

Dinner

3. December 2, 2021 – 1pax

Lunch

E. Other Fees

1. Welcome Tarpaulin (4sq.ft. x 6sq.ft.) and Backdrop Tarpaulin (12sq.ft x 6sq.ft.)

2. Certificates, Supplies and Training Materials

3. RT PCR Test (2 Pax – facilitator and speaker)

4. Communication Allowance

5. Courier for training materials

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IV. BUDGET

Budget for the conduct of the event is TWO HUNDRED FOURTEEN THOUSAND AND TWO HUNDRED PESOS (Php 214,200.00), inclusive of amenities as defined in this Terms of Reference inclusive of all government taxes and charges.

In the event that DOT is able to secure sponsorships, 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, provided that the amount of bid does not exceed the above total budget.

Created by Monina Valdez Raneses

Date Created 10/11/2021

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