



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7920873
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title NC II HOUSEKEEPING TRAINING
Area of Delivery Palawan

Solicitation Number:	2021-08-005	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support	Document Request List	0
		Date Published	14/08/2021
		Last Updated / Time	13/08/2021 10:05 AM
		Closing Date / Time	20/08/2021 01:00 AM

Category:	Services Travel, Food, Lodging and Entertainment Services
Approved Budget for the Contract:	PHP 253,091.00
Delivery Period:	5 Day/s
Client Agency:	
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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

Description

Terms of Reference

I. Date of Implementation: September 6-8, 2021
Location: El Nido, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

A. Must be 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

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Mayor's/Business Permit
2. Philgeps Registration Number
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

III. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Air)
Guests: 1 pax (1 DOT Resource Speaker)

Mr. Santos Buenvenida

1. September 05, 2021 (Sunday)
 - 1 Airline tickets: Manila to El Nido / 20kgs (Early Flight)
2. September 09, 2021 (Thursday)
 - 1 Airline ticket: El Nido to Manila / 20kgs
3. Grab fare of DOT Resource Speaker
(Residence to NAIA Terminal 3 – NAIA Terminal 3 to Residence)

B. Accommodation with Breakfast and Shuttle to Airport

1. One (1) room
 - 1 Single occupancy for DOT Resource Speaker
(Sept. 5-9, 2021) 4 nights
Duration: 4 nights
 - Check-in: September 05, 2021
 - Check-out: September 09, 2021
2. One (1) room
 - 1 Single occupancy for DOT Facilitator
(Sept. 6-9, 2021) 3 nights
Duration: 3 nights
 - Check-in: September 06, 2021
 - Check-out: September 09, 2021

C. Function / Workshop Requirements

1. Date of Function: September 6-8, 2021
2. Number of participants: 37 pax
3. Meals
 - Plated AM Snacks with 1 round of drinks (soft drinks)
 - Plated Lunch with 1 round of drinks (soft drinks)
 - Plated PM Snacks with 1 round of drinks (soft drinks)
 - Free flowing Coffee
 - Water Dispenser
4. Registration table should be near the entrance of the function venue.

5. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
6. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
7. Classroom set-up (Social Distancing must be observed).
8. Aisles should be available in the middle and two sides.
9. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads, WIFI access.

D. Outside Meals

September 5, 2021

Lunch and Dinner

Guests: 1 pax (1 DOT Speaker)

September 6-8, 2021

Dinner

Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)

September 9, 2021

Lunch

Guests: 1 pax (1 DOT Speaker)

E. Miscellaneous

1. Backdrop tarpaulin 10sq. ft. x 5 sq. ft. = 1 pc (see attached design)
2. Communication Allowance
3. TESDA Assessment Fees of participants
4. Cargo Fee for Training Supplies and Kits
5. RT-PCR TESTS

IV. BUDGET

Budget for the conduct of the event is Two Hundred Fifty-Three Thousand and Ninety-One Pesos (Php 253,091.00) inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

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 13/08/2021

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