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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6386123
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title FILIPINO BRAND OF SERVICE (FBS) EXCELLENCE TRAINING and OCCUPATIONAL BASIC LIFE SUPPORT TRAINING FOR TOURISM FRONT LINERS
Area of Delivery Oriental Mindoro

Solicitation Number:	2019-08-030	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 Services	Document Request List	0
Category:	Events Management	Date Published	10/08/2019
Approved Budget for the Contract:	PHP 334,380.00	Last Updated / Time	09/08/2019 14:31 PM
Delivery Period:	4 Day/s	Closing Date / Time	13/08/2019 12:00 PM
Client Agency:			
Contact Person:	Keith Blanche Calso Soriano Administrative Officer IV 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 procurement.mimaropa@gmail.com		

Description

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
 Date: August 19 to 22, 2019
 Location: Puerto Galera, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

The Filipino Brand of Service (FBS) Excellence Training aims to promote and establish everything that is good and positive about Filipino Hospitality that can be used by all tourism stakeholders in dealing with their guests, as well as to develop and apply a culture of service excellence among the tourism front liners who will contribute in creating an impactful and memorable experience for both international and local tourists.

On the other hand, the Basic Life Support Training aims to equip the tourism front liners to perform basic first-aid and respond to occupational hazards within their establishments.

The municipality of Puerto Galera was identified as the locale for the event due to its role as business center of the Tourism Development Area (TDA) – CP2-C and having the most number of DOT Accredited Tourism Enterprises in the

Province of Oriental Mindoro.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator
- C. Located in the province of Oriental Mindoro
- 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. Mayor's / Business Permit
2. PHILGEPS Registration Number or Certificate of Platinum Membership
3. Latest Income Tax Return
4. DOT Accreditation Certificate
5. Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Land and Sea)

1. August 18, 2019 (Sunday) – 2 pax
 - Van hire: Pick-up at DOT Makati to Quezon City
 - Van Hire: Pick-up at Quezon City to Batangas Port
 - Boat ride: Batangas port to Balatero port
 - Van transfer: Balatero port to accommodation / venue
2. August 19, 2019 (Monday) – 4 pax
 - Van hire: Pick-up at Calapan City to Puerto Galera (venue)
3. August 20, 2019 (Tuesday)
 - Van hire: Half-day tour at Tamaraw Falls and Aplaya Beach with Lunch for 2 pax
 - Van transfer: Accommodation to Balatero port (after tour)
 - Boat ride: Balatero port to Batangas port – 1 pax
 - Van hire: Batangas port to Quezon City – 1 pax
4. August 23, 2019
 - Van hire: Puerto Galera to Calapan City – 5 pax
 - Van transfer: Accommodation to Balatero port – 1 pax
 - Boat ride from Calapan port to Batangas port – 1 pax
 - Van hire: Batangas port to DOT Makati – 1 pax

B. Accommodation with Breakfast

1. August 18 to 20, 2019 (2 nights)
 - 1 Single occupancy room – FBS Speaker
2. August 18 to 23, 2019 (5 nights)
 - 1 Single occupancy room – DOT Facilitator 1
3. August 19 to 23, 2019 (4 nights)
 - 1 Single occupancy room – DOT Facilitator 2
 - 1 Single occupancy room – 1 BLS Speaker (male)
 - 1 Triple occupancy room – 3 BLS Speaker (female)

C. Function / Workshop Requirements

1. Date of Function: August 19 to 22, 2019 (4 days)
2. Number of participants: 60 pax
3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Buffet 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 100 pax to allow mobility for the workshop component;

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 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 and Free Wi-Fi access;

D. Outside Meals

1. August 18, 2019 (Sunday) – 2 pax
 - Breakfast, Lunch and Dinner
2. August 19, 2019 (Monday) – 7 pax
 - Dinner
3. August 20 to 22, 2019 (Tuesday) – 6 pax
 - Dinner
4. August 23, 2019 (Friday) – 1 pax
 - AM Snack and Lunch

E. Honorarium of Basic Life Support Speaker

1. Honorarium of BLS Speaker
 - August 20 to 22, 2019 (3 days)
 - Php 500 x 4 pax x 3 days = Php 6,000.00

F. Other Fees

1. Prizes for FBS Workshop x 10 pax = Php 1,000.00
2. Welcome Tarpaulin (4sq.ft. x 6sq.ft.) x 2 = Php 1,500.00
3. Backdrop Tarpaulin (12sq.ft x 6sq.ft.) x 2 = Php 2,500.00
4. Other fees / Service Fees = Php 5,000.00

H. CONTACT PERSONS

Names : Joseph Gilbert Lazaro / Denise Alysson V. Anderson
DOT-MIMAROPA Regional Office

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