



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6442874  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** TOURISM AWARENESS SEMINAR and FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING  
**Area of Delivery** Romblon

<b>Solicitation Number:</b>	2019-09-035	<b>Status</b>	<b>Active</b>
<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 - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Catering Services	<b>Date Published</b>	05/09/2019
<b>Approved Budget for the Contract:</b>	PHP 109,980.00	<b>Last Updated / Time</b>	05/09/2019 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	09/09/2019 00:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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: September 12 to 14, 2019  
 Location: Banton, Romblon

#### II. PROJECT RATIONALE AND OBJECTIVES

The Tourism Awareness Seminar aims to promote tourism awareness among tourism officers in the country and equip them with knowledge relating to tourism planning, promotions, standards and regulation, among others.

On the other hand, the FBS 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.

#### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Located in the Municipality of Banton, Romblon
- C. Must be willing to provide services on a send bill arrangement
- D. Must comply with the detailed services specified in Item IV of the TOR

#### IV. SCOPE OF WORK / DELIVERABLES:

##### Function Venue with Meal Requirements

1. Date of Function: September 12 to 14, 2019 (3 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 at least 5 courses and 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;
11. Welcome tarpaulin 4sq. ft. x 6 sq. ft.; and
12. Backdrop tarpaulin 12sq. ft. x 6 sq. ft.

#### V. BUDGET

Budget for the conduct of the event is One Hundred Nine Thousand and Nine Hundred Eighty Pesos (Php 109,980.00), inclusive of amenities and all government taxes and charges as defined in this Terms 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.

#### VI. CONTACT PERSON

Names : Michael John A. Nicolas  
DOT-MIMAROPA Regional Office

Contact numbers : (02) 890 0945 / (02) 890 1014

Email Address : tisp.dot4b@gmail.com  
VII.

**Created by** Keith Blanche Calso Soriano

**Date Created** 04/09/2019

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