



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6294480  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** FILIPINO BRAND OF SERVICE (FBS) EXCELLENCE TRAINING  
**Area of Delivery** Palawan

<b>Solicitation Number:</b>	2019-07-020	<b>Status</b>	<b>Pending</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>	Events Management	<b>Date Published</b>	05/07/2019
<b>Approved Budget for the Contract:</b>	PHP 134,440.00	<b>Last Updated / Time</b>	04/07/2019 10:18 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	11/07/2019 01:00 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 of Implementation: July 25, 2019  
 Location: Purok Maligaya, Brgy. New Agutaya  
 San Vicente, Palawan

#### I. PROJECT RATIONALE AND OBJECTIVES

The program 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.

The municipality of San Vicente, Palawan was identified as the venue for the event because it is recognized as an emerging tourist destination. Moreover, tourism – related enterprises (TREs) are increasing in number and tourists start to explore the area.

#### 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
- 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
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

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

A. Transportation (Air and Land)  
 Guests: 3 pax (1 DOT Resource Speaker and 2 Facilitators)

1. July 24, 2019 (Wednesday)
  - Airline ticket: Manila to Puerto Princesa / 0630H-0805H / 20kgs
  - Van transfer: Puerto Princesa Airport to San Vicente

2. July 25, 2019 (Thursday)
  - Van transfer: Accommodation to function venue and vice versa

3. July 26, 2019 (Friday)
  - Airline ticket: Puerto Princesa to Manila / 1550H-1720H / 20kgs
  - Van transfer: San Vicente to Puerto Princesa Airport

B. Accommodation with Breakfast

1. Two (2) rooms
  - 1 Single occupancy for DOT Resource Speaker
  - 1 Double occupancy for DOT Facilitators

2. Duration: 2 nights
  - Check-in: July 24, 2019
  - Check-out: July 26, 2019

C. Function / Workshop Requirements

1. Date of Function: July 25, 2019 (1 day)
2. Number of participants: 50 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. 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.
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

Guests: 3 pax (DOT Resource Speaker and Facilitators)

1. July 24, 2019 (Wednesday)
  - Breakfast and Lunch
 Guests: 3 pax (1 resource speaker, 2 DOT facilitators)
  - Dinner
 Guests: 5 pax (1 resource speaker, 2 DOT facilitators, 2 MTOs)
2. July 25, 2019 (Thursday)
  - Dinner
 Guests: 5 pax (1 resource speaker, 2 DOT facilitators, 2 MTOs)

3. July 26, 2019 (Friday)  
 • Lunch and Snacks  
 Guests: 3 pax (1 resource speaker, 2 DOT facilitators)

**E. Training Materials**

1. Clear plastic envelope, A4 size = 50 pcs  
 2. Filler notebooks, 5 x 7 inches = 12 packs  
 (5 notebooks per pack)

3. Retractable pens, black ink = 50 pcs  
 4. Bond paper 80gsm, A4 size = 1 ream  
 5. HP 680 Ink Advantage, colored = 1pc  
 6. Prizes = 10pcs  
 7. Parchment paper 90gsm, 8.5 x 11 = 10 packs  
 (10 sheets per pack)

8. Backdrop tarpaulin 10sq. ft. x 5 sq. ft. = 1 pc  
 (see attached design)

**F. Miscellaneous**

1. Honorarium of Speaker  
 • July 25, 2019 (1 day)  
 Php 1,200 x 8 hours x 1 day = Php 9,600.00

2. Communication = Php 300.00

**CONTACT PERSON**

Names : Denise Alysson P. Veluya / Trina Joy L. Quesea  
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