



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8881335
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING FOR WATER TRANSPORT FRONTLINERS
Area of Delivery Oriental Mindoro

Solicitation Number:	2022-07-018	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 136,680.00	Document Request List	0
Delivery Period:	4 Day/s		
Client Agency:		Date Published	30/07/2022
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	29/07/2022 15:59 PM
		Closing Date / Time	02/08/2022 13:00 PM

Description

Terms of Reference

I. Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
 Date : August 8-9, 2022
 Location : Puerto Galera, Oriental Mindoro

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Preferably a DOT Accredited Travel and Tour Agency or Tour Operator based in Metro Manila
- C. Must be willing to provide services on a send bill arrangement
- D. Must comply with the detailed services specified in Item V of the TOR

III DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES

A. Transportation

1. Van Transfer

Guests: One (1) DOT Speaker

- August 7, 2022 – Taguig to Batangas Port
- August 10, 2022 – Batangas Port to Taguig

2. Boat Fare

Guests:

One (1) DOT Speaker

- August 7, 2022 – Batangas Port to Balatero Port
- August 10, 2022 – Balatero Port to Batangas Port

One (1) DOT Satellite Staff

- August 7, 2022 – Calapan Port to Batangas Port
- August 7, 2022 – Batangas Port to Balatero Port

B. Accommodation with Breakfast and Transfers

1. Two (2) Standard Room (DOT Satellite Staff and DOT Speaker

Check-in : August 7, 2022

Check-out: August 10, 2022

C. Outside Meals

- August 7, 2022

Breakfast and Lunch

Guest: Two (2) DOT Speaker and DOT Satellite Staff

- August 7 to 9, 2022

Dinner

Guest: Two (2) DOT Speaker and DOT Satellite Staff

- August 10, 2022

Lunch

Guest: One (1) DOT Speaker

D. Function/Workshop Requirements

1. Date of Training: August 8-9, 2022 (8 hours/day)

2. Venue must be a DOT Accredited Tourism Enterprise and at White Beach where the majority of the participants will come from

3. Number of persons: 35 pax;

4. Meals

- o Plated AM snacks with 1 round of bottled softdrinks
- o Buffet Lunch with 1 round of bottled softdrinks
- o Plated PM snacks with 1 round of bottled softdrinks
- o Free flowing coffee and tea during the duration of the training
- o Water dispenser;

5. Capacity of the venue must be good for 100 persons to allow social distancing between participants, resource speakers and facilitators;

6. Registration table should be near the entrance of the training venue;

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

8. Table and chair set-up with social distancing;

9. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer. Classroom set-up;

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

11. Must have available stage, podium, laptop, microphones / PA system, LCD projector with white screen, WIFI access, colored printer; and

12. Welcome tarpaulin 4sq. ft x 6sq. ft and backdrop tarpaulin 12sq. ft x 6sq. ft.

E. Miscellaneous Fees

1. Supplies and Training Materials

V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is One Hundred Thirty-Six Thousand Six Hundred Eighty Pesos (Php 136,680.00), inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VI. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VIII. PROJECT OFFICER / CONTACT PERSON

Name : MS. MA. EDNELLIZA BALAGTAS
Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph
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Created by Monina Valdez Raneses

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