



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8880269
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title ECO GUIDING TRAINING
Area of Delivery Palawan

Solicitation Number:	2022-07-017	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 416,300.00	Document Request List	0
Delivery Period:	9 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 12:51 PM
		Closing Date / Time	02/08/2022 01:00 AM

Description

Terms of Reference

I. Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
 Date: August 8-14, 2022
 Location: Puerto Princesa City, Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a PHILGEPs REGISTERED
- B. Must be a DOT Accredited Tour Operator in Puerto Princesa City, Palawan
- C. Must be willing to provide services on a send bill arrangement
- D. Must comply with the details 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

III. SCOPE OF WORK / DELIVERABLES

A. Airline Fare

1. August 7, 2022 – August 15, 2022 – Guest 1 (DOT Facilitator)
 - Manila to Puerto Princesa City to Manila/ 20kg Check In Baggage
2. August 9, 2022 – August 15, 2022 – Guest 2 (Resource Speaker)
 - Manila to Puerto Princesa City to Manila / 40kg Check In Baggage
 - The eco-guiding resource person shall be allowed a maximum of 40-kilogram baggage allowance provided that the resource person shall request for additional baggage allocation in excess of the 10 kilograms stipulated under the DOT Policies and Guidelines for the Conduct of Philippine Tourism Human Capital Development Training Programs and Activities dated May 17, 2022. This shall be done after the completion of the procurement activity.

B. Transportation Expense

Residence to Airport and Vice Versa

August 7 and August 15 – Manila to NAIA vice Versa (DOT Facilitator)
August 9 and August 15 - Quezon City to NAIA vice Versa (Bird Watching Resource Speaker)

C. Outside Activity

August 12, 2022 – Bird Watching Outside Activity
Irawan Watershed Puerto Princesa City
Rasa Island, Narra Palawan
Bus and Boat hire for 40 Pax

August 14, 2022 – Mock Tour Assessment
Puerto Princesa City Proper (Half Day - Morning)
Bus hire for 40 Pax

D. Accommodation

One (1) Room
• 1 Single occupancy for DOT Facilitator
Duration: 8 nights
• Check-in: August 7, 2022
• Check-out: August 15, 2022

One (1) Room
• 1 Single Occupancy for Resource Speaker
Duration: 6 Nights
• Check-in: August 9, 2022
• Check-out: August 15, 2022

E. Function / Workshop Requirements

Date of Function: August 8-14, 2022 (7 days)

1. Number of Participants: 40pax
2. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Assisted Lunch Buffet 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
3. Capacity of the venue must be good for 80 pax to allow mobility for the workshop component;
4. Registration should be near the entrance of the function venue.
5. Entrance should have sanitization floor mat, alcohol dispenser, thermal scanner and health declaration form.
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 speaker. It should be near the table for the laptop computer / Classroom set-up.
8. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.
9. Must have available stage, podium, laptop, microphones / PA system, projection screen. LCD projector, white board and tech pen, WIFI access.

F. Outside Meals

1. August 7, 2022
Breakfast, Lunch and Dinner

Guests: 1 pax (DOT Facilitator)

2. August 8, 2022

Breakfast and Dinner

Guests: 1 pax (DOT Facilitator)

3. August 9-14, 2022

Breakfast and Dinner

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

4. August 15, 2022

Breakfast and Lunch

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

G. Miscellaneous

1. Cargo Fee of Training Materials

2. Binocular (2 Pcs)

3. Tarpaulin, Certificates, Supplies and Materials

IV. BUDGET

Budget for the conduct of the event is Four Hundred Sixteen Thousand Three Hundred Pesos (Php 416,300.00) 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.

V. CONTACT PERSON

Name : Joane Krizzia M. Delariarte

DOT – MIMAROPA Regional Office

Contact number : 0968-683-7458

Email Address : tisp.dot4b@gmail.com

Created by Monina Valdez Raneses

Date Created 29/07/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.