



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8161931
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PERSONAL BRANDING AND IMAGE QUOTIENT TRAINING
Area of Delivery Palawan

Solicitation Number:	2021-11-001	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:	Travel, Food, Lodging and Entertainment Services	Date Published	07/11/2021
Approved Budget for the Contract:	PHP 159,320.00	Last Updated / Time	06/11/2021 22:08 PM
Delivery Period:	5 Day/s	Closing Date / Time	10/11/2021 13:00 PM
Client Agency:			
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		

Description

Terms of Reference

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
 Date: November 17 - 19, 2021
 Location: Coron, Palawan

I. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Travel and Tour Operator
- C. Located in the National Capital Region or MIMAROPA Region
- D. Must be willing to provide services on a send bill arrangement
- E. Must comply with the detailed services specified in Item V of the TOR

II. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI

- Original or certified true copy of duly notarized Omnibus Sworn Statement

III. SCOPE OF WORK / DELIVERABLES

A. Transportation

1. Land transportation from Residence to NAIA Airport and Vice-Versa for Resource Speaker on November 16 and 20, 2021
2. Flight from Manila to Coron and Vice-Versa for Resource Speaker on November 16 and 20, 2021 including all fees (30 kilograms' baggage allowance, terminal fee etc.)

B. Room Accommodation with Breakfast and Land Transfers (must be a DOT Accredited Accommodation Establishment)

1. Single Room with breakfast (2 rooms) – Resource Speaker and DOT Staff
Duration: 4 nights
For Resource Speaker
Check-in: November 16, 2021
Checkout: November 20, 2021

- Duration: 4 nights
For DOT Satellite Office Staff
Check-in: November 17, 2021
Check-out: November 20, 2021

C. Function / Workshop Requirements (must be a DOT Accredited Accommodation Establishment with Function Hall/Venue)

1. Date of Function: November 17 -19, 2021 (3 days)
2. Number of Participants: 33pax + 1 DOT Facilitator + 1 Speakers
3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Plated 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 30 pax to allow mobility for the workshop component;
5. Registration should be near the entrance of the function venue.
6. Entrance should have sanitization floor mat and alcohol dispenser.
7. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
8. 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.
9. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.
10. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, white board and tech pen, WIFI access.

D. Meals

1. November 16, 2021: Lunch for 1 person
2. November 16, 2021: Dinner for 2 persons
3. November 17 -19, 2021: Dinner for 2 persons
4. November 20, 2021: Lunch for 1 person

E. Miscellaneous

1. RTPCR Test (1 pax)
2. Communication Allowance for DOT MIMAROPA Regional staff
3. Courier Expense
4. Supplies and Materials

IV. BUDGET

Budget for the conduct of the event is One Hundred Fifty-nine Thousand and Three Hundred Twenty Pesos (Php 159,320.00) 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.

Created by	Monina Valdez Raneses
Date Created	06/11/2021

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