



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7912026  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** COMMUNITY GUIDING TRAINING  
**Area of Delivery** Palawan

<b>Solicitation Number:</b>	2021-08-004	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 279,100.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	9 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	11/08/2021
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	10/08/2021 21:36 PM
		<b>Closing Date / Time</b>	17/08/2021 01:00 AM

#### Description

Terms of Reference

I. Date: September 2-8, 2021  
Location: Busuanga, Palawan

#### II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator
- C. Located in the Province of Palawan or Municipality of Busuanga
- D. Must be willing to provide services on a send bill arrangement
- E. 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. Transportation

##### Airline Ticket

- Guests: Ms. Ma. Ednelliza C. Balagtas DOB: October 02, 1998  
Mr. Reynaldo Jorda DOB: January 27, 1958

1. September 1, 2021 (Wednesday)
  - Manila to Busuanga / 1035-1155 / 30kg
2. September 9, 2021 (Thursday)
  - Busuanga to Manila / 1225-1345 / 30kg

#### B. Accommodation with Breakfast and Airport Transfers

1. Two (2) Rooms
  - 2 Single occupancy for DOT Facilitator and DOT Resource Speaker
2. Duration: 8 nights
  - Check-in: September 1, 2021
  - Check-out: September 9, 2021

#### C. Function / Workshop Requirements

Date of Function: September 2-8, 2021 (7 days)

1. Number of Participants: 35 pax
2. 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
3. Capacity of the venue must be good for 60 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.
10. Welcome tarpaulin 4sq. ft. x 6 sq. ft. and backdrop tarpaulin 12 sq. ft. x 6 sq. ft.

#### D. Outside Meals

1. September 1, 2021 (Wednesday)  
Breakfast, Lunch and Dinner  
Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)
2. September 2-8, 2021 (Thursday to Wednesday)  
Dinner  
Guests: 4 pax (2 DOT Facilitator, 1 DOT Speaker and 1 MTO)
3. September 9, 2021 (Thursday)  
Lunch  
Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)

#### E. Other Expenses

1. RTPCR Testing (1 DOT Facilitator and 1 DOT Speaker)
2. Communication Allowance (1 DOT Facilitator)
3. Cargo Fee of Training Materials
4. Token for BLS Speaker and Local History Speaker

### IV. BUDGET

Budget for the conduct of the event is Two Hundred Seventy-Nine Thousand One Hundred Pesos (Php 279,100.00) 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** 10/08/2021

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