



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7923129
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title COMMUNITY GUIDING TRAINING
Area of Delivery Oriental Mindoro

Solicitation Number: 2021-08-007	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	Document Request List	0
Category: Travel, Food, Lodging and Entertainment Services	Date Published	14/08/2021
Approved Budget for the Contract: PHP 319,935.00	Last Updated / Time	13/08/2021 20:48 PM
Delivery Period: 9 Day/s	Closing Date / Time	17/08/2021 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

I. Date: September 2 - September 8, 2021
Location: Puerto Galera, Oriental Mindoro

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
 - B. Must be a DOT Accredited Tour Operator
 - C. Must be willing to provide services on a send bill arrangement
 - D. 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 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 (Land and Sea)
1. September 1, 2021 (Wednesday) – 2pax

Van hire: Pick-up at Residence (Sta. Mesa and Caloocan) to Batangas Port

Boat ride: Batangas port to Balatero port

Van transfer: Balatero port to accommodation / venue

2. September 8, 2019 (Wednesday) – 2pax

Van Hire for Mock Tour (Venue to To Town Proper)

3. September 9, 2019 (Thursday) – 2pax

Van transfer: Accommodation to Balatero port

Boat ride from Balatero port to Batangas port

Van hire: Batangas port to Residence (Sta. Mesa and Caloocan)

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B. Accommodation with Breakfast

1. September 1 to September 9, 2021 (8 nights)

1 Single Occupancy Room – Speaker

2. September 1 to September 9, 2021 (8 nights)

1 Single occupancy room – DOT Facilitator (1 pax)

C. Function Venue with Meals / Workshop Requirements

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

2. Number of participants: 35pax

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 70pax to allow mobility for the workshop component and considering the maximum reduced capacity;

5. Registration table should be near the entrance of the function venue;

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 speakers. It should be near the table for the laptop computer;

8. Classroom set-up with 2 meters apart for Social Distancing and not the round table set-up to be able to capture the attention of the participants;

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

10. Stage, Podium, Microphones / PA system, Projection Screen, LCD Projector, Pens and pad, Thermal Scanner, Alcohol, Tissue and Free Wi-Fi access;

D. Outside Meals

1. September 1, 2021 (Wednesday)

Breakfast, Lunch and Dinner (2pax)

2. September 2- September 8, 2021 (Thursday-Wednesday) – 2pax

Dinner

3. September 9, 2019 (Thursday) – 2pax

Lunch

E. Other Fees

1. Welcome Tarpaulin (4sq.ft. x 6sq.ft.)

2. Backdrop Tarpaulin (12sq.ft x 6sq.ft.)

3. RT PCR Test (2 Pax – facilitator and speaker)

4. Other fees (e.g Porter Fee, Communication Allowance) / Service Fees

IV. BUDGET

Budget for the conduct of the event is THREE HUNDRED NINETEEN THOUSAND NINE HUNDRED AND THIRTY FIVE PESOS (Php 319,935.00), inclusive of amenities as defined in this Terms of Reference inclusive of all government taxes and charges.

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 13/08/2021

directed to the contact person/s of the concerned party.

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