



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6231621
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title TOURISM C.O.A.T.S. (Checking Our Aptitude on the Typhoon Season), Safety and Security Seminar
Area of Delivery Oriental Mindoro

Solicitation Number:	2019-06-009	Status	Active
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:	Events Management	Date Published	04/06/2019
Approved Budget for the Contract:	PHP 175,100.00	Last Updated / Time	04/06/2019 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	07/06/2019 01:00 AM
Client Agency:			
Contact Person:	Keith Blanche Calso Soriano Administrative Officer IV 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 procurement.mimaropa@gmail.com		

Description

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
 Date: June 19 to 22, 2019
 Location: Calapan City, Oriental Mindoro

The TOURISM C.O.A.T.S. (Checking Our Aptitude on the Typhoon Season), Safety and Security Seminar aims to train the accommodation sector to prepare security and safety plans to ensure the safety of guests all year-round. This seminar also helps the sector to prepare a business continuity plan.

The city of Calapan was identified as the locale for the event due to its role as business center of the Tourism Development Area (TDA) – CP2-C in the province of Oriental Mindoro as well as being identified as the regional government center of the MIMAROPA Region.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator

- C. Located in the province of Oriental Mindoro
- D. Must be willing to provide services on a send bill arrangement
- E. 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
- 3. DOT Accreditation Certificate
- 4. Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Land and Sea)

- 1. June 19, 2019 (Wednesday)
 - Van hire from DOT Makati to Batangas port
 - Boat ride from Batangas port to Calapan port
 - Van transfer from Calapan port to accommodation
- 2. June 20 to 21, 2019 (Thursday to Friday)
 - Van transfer from accommodation to function venue, v.v.

- 3. June 22, 2019 (Saturday)
 - Van transfer from accommodation to Calapan port
 - Boat ride from Calapan port to Batangas port
 - Van hire from Batangas port to DOT Makati

B. Accommodation with Breakfast

- 1. Two (2) rooms
 - 1 Single occupancy for DOT Resource Speaker
 - 1 Double occupancy for DOT Facilitators
- 2. Duration: 3 nights
 - Check-in: June 19, 2019
 - Check-out: June 22, 2019

C. Function / Workshop Requirements

- 1. Date of Function: June 20 to 21, 2019 (2 days)
- 2. Number of participants: 60 pax
- 3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Buffet 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. Registration table should be near the entrance of the function venue.
- 5. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
- 6. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
- 7. Classroom set-up.
- 8. Aisles should be available in the middle and two sides.
- 9. Must have available stage, podium, laptop, microphones/PA system, projection screen, LCD projector, pens and pads, WIFI access.

D. Outside Meals

Guests: 3 pax (DOT Resource Speaker and Facilitators)

- 1. June 19, 2019 (Wednesday)
 - Breakfast, Lunch and Dinner
- 2. June 20, 2019 (Thursday)
 - Dinner
- 3. June 21, 2019 (Friday)
 - Dinner

4. June 22, 2019 (Saturday)

- AM Snack and Lunch

E. Training Materials

1. Clear plastic envelope, A4 size = 60 pcs
2. Filler notebooks, 5 x 7 inches = 12 packs
(5 notebooks per pack)
3. Retractable pens, black ink = 60 pcs
4. ID lanyard, ½ inch thick = 60 pcs
5. Plastic ID Holder = 60 pcs
6. Parchment paper 90gsm, 8.5 x 11 = 10 packs
(10 sheets per pack)
7. Backdrop tarpaulin 12sq. ft. x 6 sq. ft. = 1 pc
(see attached design)

F. Miscellaneous

1. Honorarium of Speaker
 - June 20 to 21, 2019 (2 days)
 - Php 1,200 x 8 hours x 2 days = Php 19,200.00
2. Communication Allowance = Php 300.00
3. Other fees

H. CONTACT PERSON

Names : Denise Alysson P. Veluya-Anderson
DOT-MIMAROPA Regional Office

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