



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5506597
Procuring Entity DEPARTMENT OF TOURISM
Title Tourism Investment Capacity Building Seminar for the LGUs in Region XII
Area of Delivery (Independent City)

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|--|---|------------------------------|---------------------|
| Solicitation Number: | 2018-07-0184 | Status | Active |
| 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 | Document Request List | 0 |
| Approved Budget for the Contract: | PHP 338,380.20 | Date Published | 21/07/2018 |
| Delivery Period: | 5 Day/s | Last Updated / Time | 21/07/2018 00:00 AM |
| Client Agency: | | Closing Date / Time | 25/07/2018 10:00 AM |
| Contact Person: | TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph | | |

Description

TERMS OF REFERENCE

I. PROJECT

TOURISM INVESTMENT CAPACITY BUILDING SEMINAR FOR THE LGUs IN REGION XII (GENERAL SANTOS CITY)

II. BACKGROUND

The Capacity Building Seminar for the LGUs is a follow up activity to the Tourism Investment Forum (TIF) conducted in the region intended for the Local Economic Investment Promotion officers (LEIPO), local tourism officers, Business Permit Licensing Officers (BPLOs), Municipal Planning Development and Coordination Officers (MPDCOs). The scheduled date of the Capacity Building Seminar is on August 27 to 31, 2018 inclusive of travel time of facilitators.

III. PURPOSE/OBJECTIVES

To equip the LEIPOs, MPDCOs, local tourism officers, and BPLOs of the technical know-how in the preparation of an

investment portfolio;

To impart skills in pitching to include power point presentation; and

To help them find and attract potential investor partners to develop their properties into tourism-related projects

IV. REQUIREMENTS

a) Must be DOT accredited

b) Willing to provide services on send-bill arrangement

V. SCOPE OF WORK/DELIVERABLES

1. Roundtrip airline tickets (Manila-General Santos City-Manila) for DOT head office representatives and invited resource speakers - seven (7) pax ; Departure Manila for General Santos City on August 27 AM arrival; Departure General Santos City for Manila August 31 PM arrival.

2. Travel insurance of the three (3) DOT head office representatives (facilitator/ speakers) covering August 27-31, 2018

3. Meals of invited speakers and DOT head office representatives (facilitator/ speakers) while in General Santos City - seven (7) pax plus five regional office staff/ officers (5) covering August 27-31, 2018

4. Land transportation (for the arrival and departure whole day use of vehicle) August 27 and 31

5. DOT accredited 3-Star Hotel for the accommodation of invited speakers and DOT facilitators (1-twin for 4-nights [PIED officers] August 27-31, 2018; and 1-single for 2-nights [for the Director] August 27-29; 3-twin rooms for 4-nights (invited speakers) August 27-31, 2018)

6. Function room in the same hotel (with break-out room) for 3-whole days with banquet service (AM and PM snacks, lunch and dinner for the seminar participants, speakers and DOT head office and regional office representatives = 70pax; August 27-31, 2018

7. Tokens for the speakers worth Php 9,000 for the speakers (local delicacies/products from the region)

VI. BUDGET

Total estimated budget is Php 338,380.20

VII. PROJECT OFFICER/CONTACT PERSON:

MARITES BALLESTER Mobile: 0921 441 22 15

Note: Cost of items in quotation should be broken down. Payment will be based on actual expense.

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Teresita Romanes at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.

2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number

3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

5. DOT Accreditation Certificate

Deadline for the submission of Bid: on or before July 25, 2018 10:00 am

Created by TERESITA ANDRIN ROMANES

Date Created 20/07/2018

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