



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6241066  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** RETOOLING FOR QUALITY MANAGEMENT SYSTEM FOR INTERNAL AUDITORS  
**Area of Delivery** Palawan

<b>Solicitation Number:</b>	2019-06-011	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	08/06/2019
<b>Approved Budget for the Contract:</b>	PHP 332,054.00	<b>Last Updated / Time</b>	07/06/2019 19:13 PM
<b>Delivery Period:</b>	4 Day/s	<b>Closing Date / Time</b>	11/06/2019 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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: 18-21 June 2019  
 Location: Coron, Palawan

#### I. PROJECT RATIONALE AND OBJECTIVES

In line with the Department's ISO 9001: 2015 Certification, the Retooling for Quality Management System for Internal Auditors aims to:

Enhance the knowledge of QMS Internal Auditors in the conduct of Internal Quality Audit in preparation for the Surveillance Third Party Audit;  
 Provide comprehensive information on ISO 19011:2011 or Guidelines for Auditing Management System;  
 Capacitate the participants in the preparation of Annual Audit Plan, Internal Audit Checklist, and issuance of Corrective Action Requests; and  
 Guide the participants in the conduct of Root Cause Analysis.

The Municipality of Coron was identified as the locale for the event by the Project Officers from the DOT Central Office Planning Service due to its role as business centre of the Tourism Development Area (TDA) – CP3-A in the Province of

Palawan.

II. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- A. Must be DOT Accredited Tour Operator
- B. Must be willing to provide services on a SEND BILL ARRANGEMENT
- C. Located in Coron, Palawan

IV. DOCUMENTARY REQUIREMENTS

- 1. Mayor's Permit
- 2. PhilGEPS Registration Number
- 3. Income/Business Tax Return
- 4. Omnibus Sworn Statement
- 5. DOT Accreditation Certificate

V. SCOPE OF WORK/DELIVERABLES:

Requirements

Room Accommodation for June 18-21, 2019  
 Room accommodation for 23 participants, resource speakers and secretariat  
 Eleven (11) twin-sharing rooms  
 One (1) single room  
 Check-in: 18 June 2019  
 Check-out: 21 June 2019

Estimated Amount  
 $P3,600/\text{room} \times 12 \text{ rooms} \times 3 \text{ nights} = P129,600.00$

Meals and Venue for June 19-20, 2019  
 AM and PM snacks, and Lunch  
 Use of function room which can accommodate 23 persons  
 Use of LCD project, screen and laptops  
 Basic PA sound system e.g. cordless microphones, speakers, etc.  
 Extension cords  
 Strictly with strong Wi-Fi connection  
 Complimentary use of Business Center  
 2 days function with on-session meals (AM, Lunch and PM snacks)  
 $P944/\text{pax}/\text{day} \times 23 \text{ pax} \times 2 \text{ days} \times 3 \text{ nights} = P43,424.00$

Meals Provision of lunch on June 18 and dinner on June 18-20, 2019 for 23 persons.  
 Lunch on June 18, 2019 for 23 persons

Dinner on June 18-20, 2019 for 23 persons  
 $P435/\text{pax} \times 4 \text{ meals} \times 23 \text{ pax} = P40,020.00$

Transportation  
 Service vehicle during the event in Coron, Palawan  
 Service vehicle upon arrival and departure of participants, resource speakers and secretariat  
 Inclusive of fuel, meals of the drivers and other expenses like parking fees 2 units of Van from June 18-21, 2019  
 $P3,750/\text{unit}/\text{day} \times 2 \text{ units} \times 4 \text{ days} = P30,000.00$   
 Technical Visit for the Participatory Learning Activity  
 $P1,935/\text{pax}/\text{day} \times 23 \text{ pax} \times 2 \text{ days} = P89,010.00$

**Created by** Keith Blanche Calso Soriano

**Date Created** 07/06/2019

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