



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6686661
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title MOUNTAIN GUIDES TRAINING
Area of Delivery Palawan

Solicitation Number:	2019-058	Status	Pending
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		
Approved Budget for the Contract:	PHP 434,320.00	Document Request List	0
Delivery Period:	9 Day/s		
Client Agency:		Date Published	23/11/2019
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	Last Updated / Time	22/11/2019 13:20 PM
		Closing Date / Time	26/11/2019 13:00 PM

Description

Terms of Reference

I. Date: 03-09 December 2019
Location: Narra, Plawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator
- C. Located in the province of Palawan
- 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

III. SCOPE OF WORK / DELIVERABLES:

- A. Transportation Van Hire
December 2, 2019 - PPC to Narra (DOT Facilitator and PTO Palawan)
December 3, 2019 (AM) - PPC to Narra (FBS Trainor)
December 3, 2019 (PM) - PPC to Narra (Ecotourism Trainors)
December 4, 2019 - PPC to Narra (BMC Trainors)

December 4, 2019 – Narra to I (FBS Trainor)
December 5, 2019 – Narra to PPC (Ecotourism Trainors)
December 7, 2019 – PPC to Narra (Tour Guiding Trainor)
December 8, 2019 – Narra to PPC (BMC Trainors)
December 10, 2019 – Narra to PPC (DOT / Tour Guiding Trainor)

B. Accommodation with Breakfast

Facilitators (2 pax)
Check-in: December 2, 2019
Check-out: December 10, 2019

Speaker – Ecotourism, Biodiversity, Flora and Fauna, LNT (2 pax)
Check-in: December 3, 2019
Check-out: December 5, 2019

Speaker – Birdwatching (1 pax)
Check-in: December 3, 2019
Check-out: December 5, 2019

Speaker – Filipino Brand of Service (1 pax)
Check-in: December 3, 2019
Check-out: December 5, 2019

Speakers – Mountain Guiding (3 pax)
Check-in: December 4, 2019
Check-out: December 8, 2019

Speaker – Guiding Techniques (1 pax)
Check-in: December 7, 2019
Check-out: December 10, 2019

C. Function / Workshop Requirements

1. Date of Function: December 3 to 9, 2019 (7 days)
2. Number of participants: 50 pax
3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Buffet Lunch with 6 courses and 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 100 pax to allow mobility for the workshop component;
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.
9. Aisles should be available in the middle and two sides.
10. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector
11. Welcome tarpaulin 4sq. ft. x 6 sq. ft. and backdrop tarpaulin 12sq. ft.x6 sq. ft.

D. Outside Meals

December 5 – 6, 2019 (BMC Outside Activity)
Dinner and Breakfast (participants, facilitators & speaker)
50 pax

December 2, 2019
Lunch / Dinner (5 pax) Guest: DOT / PTO Palawan and MTO Narra
December 3, 2019
Dinner (8 pax) Guest: DOT / PTO Palawan and MTO Narra / Trainors
December 4, 2019
Dinner (10 pax) Guest: DOT / PTO Palawan and MTO Narra / Trainors
December 5 - 6, 2019
Dinner (7 pax) Guest: DOT / PTO Palawan and MTO Narra / Trainors
December 8 - 9, 2019
Dinner (5 pax) Guest: DOT / PTO Palawan and MTO Narra / Trainors
December 10, 2019
Lunch / Dinner (2 pax) Guest: DOT / Trainor

E. Miscellaneous

1. Communication = Php 500.00
2. Miscellaneous

Created by Monina Valdez Raneses

Date Created 22/11/2019

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