



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6731567
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title SUSTAINABLE TOURISM WORKSHOP: THE SUSTAINABLE DINER
Area of Delivery Palawan

Solicitation Number:	2019-061	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 - General Support Services	Document Request List	0
Category:	Events Management	Date Published	06/12/2019
Approved Budget for the Contract:	PHP 148,092.00	Last Updated / Time	05/12/2019 11:42 AM
Delivery Period:	4 Day/s	Closing Date / Time	09/12/2019 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

I. PROJECT TITLE

SUSTAINABLE TOURISM WORKSHOP: THE SUSTAINABLE DINER

Host Agency: DOT-OIMD AND DOT-MIMAROPA

Date: December 13-14, 2019

Location: El Nido, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to familiarize and encourage the support of tourism stakeholders for the Sustainable Diner of the WWF Philippines and encourage tourism enterprises to expand healthy and environment-friendly dining options, as well as to assist tourism stakeholders and other partners in creating schemes for potential food waste reduction.

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 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

IV. SCOPE OF WORK / DELIVERABLES:

A. Transportation

Van Hire

Guests: DOT Facilitators and Resource Speakers

1. December 12-15, 2019 (Thursday-Saturday)
 - El Nido Airport to Accommodation and vice versa
 - For everyday use

B. Accommodation with Breakfast and Airport Transfers

1. Four (4) rooms
 - 1 Single occupancy for 1 DOT Resource Speaker
 - 1 Twin Sharing Room for 2 DOT Resource Speakers
 - 1 Single occupancy for DOT Facilitator
 - 1 Single occupancy for DOT Facilitator

2. Duration: 3 nights
 - Check-in: December 12, 2019
 - Check-out: December 15, 2019

C. Function / Workshop Requirements

1. Date of Function: December 13-14, 2019 (2 days)
2. Number of participants: 40 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. 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.
10. Welcome tarpaulin 4sq. ft. x 6 sq. ft. and backdrop tarpaulin 12sq. ft.x6 sq. ft.

D. Outside Meals

1. December 12, 2019 (Thursday)
 - LunchGuests: 5 pax (3 resource speakers, 2 DOT facilitators)
 - SnacksGuests: 5 pax (3 resource speakers, 2 DOT facilitators)
 - DinnerGuests: 5 pax (3 resource speakers, 2 DOT facilitators)
2. December 13-14, 2019 (Friday and Saturday)
 - DinnerGuests: 5 pax (3 resource speakers, 2 DOT facilitators)
3. December 15, 2019 (Sunday)
 - SnacksGuests: 5 pax (3 resource speakers, 2 DOT facilitators)
 - LunchGuests: 5 pax (3 resource speakers, 2 DOT facilitators)

E. Miscellaneous

1. Communication = Php 300.00
2. Token for Speakers

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.

VI. CONTACT PERSON

Names : Trina Joy Quesa / Ronald Bautista
DOT-MIMAROPA Regional Office

Contact numbers : (0936) 7965076 (Trina)
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