



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8672525
Procuring Entity	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title	FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE) FOR THE DEAF TOURISM FRONTLINERS
Area of Delivery	Palawan

Solicitation Number:	2022-05-05	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:	Services	Date Published	18/05/2022
Approved Budget for the Contract:	PHP 100,000.00	Last Updated / Time	17/05/2022 10:44 AM
Delivery Period:	2 Day/s	Closing Date / Time	23/05/2022 13:00 PM
Client Agency:			
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		

Description

Terms of Reference

I. Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : May 26-27, 2022

Location : Puerto Princesa City Palawan

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

A. Must be PHILGEPS REGISTERED

B. Preferably a DOT Accredited Tour Operator based in the City of Puerto Princesa

C. Must be willing to provide services on a send bill arrangement

D. Must comply with the detailed services specified in Item V of the TOR

III. DOCUMENTARY REQUIREMENTS

Current Mayor's / Business Permit / BIR Certification (for Individual)

PHILGEP's Registration Number or Certificate of Platinum Membership

Registration Certificate from SEC or DTI

Original or Certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES

A. Function/Workshop Requirements

1. Date of training: May 26 to 27, 2022 (8 hours/day)
2. Venue must be a DOT Accredited Tourism Enterprise and at the City proper where the majority of the deaf participants will come from
3. Number of persons: 35 pax;
4. Meals
 - o Plated AM snacks with 1 round of bottled softdrinks
 - o Buffet Lunch with 1 round of bottled softdrinks
 - o Plated PM snacks with 1 round of bottled softdrinks
 - o Free flowing coffee and tea during the duration of the training
 - o Water dispenser;
5. Capacity of the venue must be good for 100 persons to allow social distancing between participants, resource speakers and facilitators;
6. Registration table should be near the entrance of the training venue;
7. Secretariat table should be inside the venue for easier facilitation and contact with speakers
8. Table and chair set-up with social distancing;
9. 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;
10. Aisles should be available in the middle and two sides;
11. Must have available stage, podium, laptop, microphones / PA system, LCD projector with white screen, WIFI access; and
12. Welcome tarpaulin 4sq. ft x 6sq. ft and backdrop tarpaulin 12sq. ft x 6sq. ft.

B. Miscellaneous Fees

1. Cargo fee from Metro Manila to Puerto Princesa City for training collaterals
2. Training supplies and materials

C. OTHER LOGISTICAL REQUIREMENTS

Service Provider must provide 1 staff who will oversee and monitor the logistics during the training proper

V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is One Hundred Thousand Pesos (Php 100,000.00), inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VI. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VII. PROJECT OFFICER / CONTACT PERSON

Name : MS. CECIL V. ARANTON / MS. EDNE BALAGTAS
 Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph
 Contact No. : 09175866513 / 09268563214

Created by Monina Valdez Raneses

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