



REQUEST FOR QUOTATION

BAC - RFQ NP-LOV NO. 2023-03-005

Pursuant to Section 53.10 (Lease of Real Property or Venue) of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), the Department of Tourism (DOT) - Bids and Awards Committee (BAC) would like to invite you to submit a quotation in connection with the DOT conduct of **"Filipino Brand of Service Excellence Train-the-Trainers Course for Regional Trainers"** on 27 March to 01 April 2023 in Pasay or Parañaque City. The total Approved Budget for the Contract (ABC) is One Million Four Hundred Six Thousand Five Hundred Sixty-Six Pesos and Eighteen Centavos Only (PhP1,406,566.18), inclusive of all applicable taxes.

Please see attached Terms of Reference (**Annex A**) for the complete details/requirements.

Please submit your quotation along with the documentary requirements listed below to **Ms. Andrea J. Oca**, DOT-BAC Secretariat, 4th Floor, Procurement Management Division, DOT Building, No. 351 Sen. Gil Puyat Avenue, Makati City, and/or send it via email ajoca@tourism.gov.ph and procurement@tourism.gov.ph on or before **20 March 2023** at **05:00 p.m.** Bids that are late or unsigned will not be accepted.

Additional Documentary Requirements to be submitted:

1. Mayor's/Business Permit
(In case of recently expired Mayor's/Business Permit, please attached the recently expired Mayor's/Business Permit together with the Official Receipt for renewal)
2. PhilGEPS Registration Number
3. Latest Annual Income/Business Tax Returns
4. DOT Accreditation Certificate

ASEC. REYNALDO L. CHING

DOT - BAC Chairperson

17 March 2023



TERMS OF REFERENCE

(Lease of Venue)

I. PROJECT TITLE:

FILIPINO BRAND OF SERVICE EXCELLENCE TRAIN THE TRAINERS TRAINING FOR REGIONAL TRAINERS

II. BACKGROUND AND PROJECT DESCRIPTION

The Filipino Brand of Service Excellence (FBSE) is one of the flagship programs of the Department of Tourism which envisions to provide tourism and hospitality industry front liners and professionals with a benchmark on how to render excellent service to our tourists the Filipino way, and make it our "brand".

The FBSE aims to highlight the good and the positive traits in the Filipino tourism professionals by emphasizing 7 Filipino Core Values or "7Ms" which should be manifested in key touchpoints in handling tourists or guests.

In order to spread the FBSE culture across the tourism sector, the training aims to instill and propagate the FBSE culture among tourism professionals across the tourism industry, as well as to expand our current pool of trainers in order to help achieve our goal of training 100,000 tourism professionals and stakeholders under the FBSE. The activity will be participated by representatives from all the regions and will be held on March 20 – 25, 2023 in Metro Manila

- Target Participants : **65 pax comprising of Regional Trainers, FBSE Core Trainers, Resource Persons, Facilitators DOT Officials and Secretariat Personnel**
- Date/Period Covered: **March 27 – April 1, 2023**

III. OBJECTIVES

1. To expand the pool of FBSE Trainers to conduct the FBSE in their respective regions.
2. To capacitate the participants how to conduct the FBSE training.

IV. MINIMUM REQUIREMENT

- Must be a DOT-accredited tourism establishment
- Must be flexible to make adjustments in schedules, if necessary.

V. SCOPE OF WORK, COVERAGE, AND DELIVERABLES

1. ACCOMMODATION

- **Thirty (30) Twin-sharing Rooms with breakfast**
 - 6 days / 5 nights accommodation
 - *Check-in: March 27, 2023*
 - *Check-out: April 1, 2023*

2. VENUE AND MEAL REQUIREMENTS

Date/Time	Venue/Function Room	Meal Requirement
Mar. 27, 2023 10:00AM – 9:00PM	<ul style="list-style-type: none">• One Main Function Room that can accommodate 65 pax at one time with Round Table set-up. Full-service with following inclusions:<ul style="list-style-type: none">○ Basic sound system○ LCD projector and screen○ Extension cords○ 2-4wired/wireless microphones○ Free flowing coffee, tea and water stations○ With registration table○ Table for secretariat	<ul style="list-style-type: none">• Managed Buffet Lunch and Dinner• AM/PM snacks
Mar. 28, 2023 8:00AM – 5:00PM		<ul style="list-style-type: none">• Managed Buffet Lunch and Dinner• AM/PM snacks
Mar. 29, 2023 8:00AM – 5:00PM		<ul style="list-style-type: none">• Managed Buffet Lunch and Dinner• AM/PM snacks
Mar. 30, 2023 8:00AM – 5:00PM	<ul style="list-style-type: none">• Main Function Room plus two (2) breakout rooms that can accommodate twenty (20) pax at one time with basic sound system, LCD Projector and screen, 2-4 wired/wireless microphone	<ul style="list-style-type: none">• Managed Buffet Lunch and Dinner• AM/PM snacks
Mar. 31, 2023 8:00AM – 5:00PM	<ul style="list-style-type: none">• Main Function Room plus two (2) breakout rooms that can accommodate twenty (20) pax at one time with basic sound system, LCD Projector and screen, 2-4 wired/wireless microphone	<ul style="list-style-type: none">• Managed Buffet Lunch and Dinner• AM/PM snacks

3. OTHER INCLUSIONS

- Two (2) Complimentary Twin-sharing Rooms for the technical/secretariat staff
- Standard physical arrangements/basic stage set-up in function rooms as required/stated above
- Use of function room could be extended in case the activity exceeded the allotted number of hours
- Complimentary use of Wi-Fi in the hotel rooms and function rooms during the session proper
- Welcome Banner and Stage backdrop

VI. LOCATION: Within Paranaque or Pasay areas

VII. APPROVED BUDGET COST:

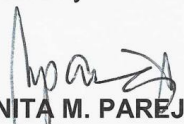
One Million Four Hundred Six Thousand Five Hundred Sixty-six Pesos and 18/100 (Php1,406,566.18) inclusive of all applicable government taxes in accordance with government procedure.

VIII. TERMS OF PAYMENT: Government Procedure / Send-bill Arrangements

IX. PROJECT OFFICER/CONTACT PERSON:

ELENITA M. PAREJA
Office of Industry Manpower Development
Tel. No. 459-5200 local 218

Prepared by:


ELENITA M. PAREJA
Project Officer

Approved by:


ARLENE A. ALIPIO
OIC-Director, OIMD