



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9876200
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services Provider to Provide Professional and Technical Services to Implement/Conduct the ASEAN Toolbox Immersion Workshop on October 24-26, 2023 in Davao

Area of Delivery

Solicitation Number:	SVP 2023-06-0391	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 234,571.44	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	23/06/2023
Contact Person:	JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 jqperez@tourism.gov.ph	Last Updated / Time	22/06/2023 14:39 PM
		Closing Date / Time	29/06/2023 13:00 PM

Description

TERMS OF REFERENCE

I. PROJECT: ASEAN TOOLBOX IMMERSION WORKSHOP

II. BACKGROUND/PROJECT DESCRIPTION

The ASEAN Toolbox Immersion Workshop is one of the programs conducted by the Department of Tourism, through the Office of Industry Manpower Development, as part of the Philippines' commitment to the ASEAN Programs on Tourism Human Resource Development in promoting and advocating the ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP).

Conduct of this training program is included in the Philippines' report to the ASEAN Tourism Professional Monitoring Committee (ATPMC) meetings as part of our accomplishment in reaching out to our tourism industry stakeholders to raise awareness on the ASEAN MRA-TP and in advocating the alignment of the Philippine tourism and hospitality education and training to the Common ASEAN Tourism Curriculum.

- Target Participants : Maximum of 36 pax comprising of Tourism and Hospitality educators, school officials, and technical-vocational instructors and coordinators including DOT secretariat
- Date/Period Covered: October 24-26, 2023 (subject to final confirmation)
- Location/Venue : Davao City

October 25, 2023

AM Snacks

Lunch

PM Snacks

36 • AM and PM Snacks, Buffet Lunch during the conduct of training

- Inclusive of drinks for all meals
 - To be served in the function room/training venue
 - Separate table and lunch family-style dining set-up for the resource persons and secretariat.
- Dinner

6 • Dinner for resource speakers and DOT personnel, preferably in a local restaurant

- Inclusive of drinks

October 26, 2023 Lunch

6 • Lunch with drinks after hotel check-out of resource speakers and DOT personnel

- Preferably in a local restaurant near the airport

4. FUNCTION ROOM /TRAINING VENUE ON OCTOBER 25, 2023

- One (1) function room, with a capacity of 40pax;
- Preferably in the same or within the vicinity of the accommodation establishment
- Classroom physical set-up; If possible, no visible posts at the middle of the room to block the view of the participants to the stage/presentation area
- Seating arrangement with physical distancing, if possible;
- Provision of 1 table for speakers and 1 table for the secretariat within the function room / training venue
- Fast and stable wi-fi internet service that can accommodate 36 users; and
- Provision of the following audio-visual equipment and technical assistance:
 - LCD Projector and wide screen
 - White board with whiteboard markers
 - Basic sound system
 - Dedicated Technician/Technical Assistant/Banquet staff during the workshop
 - Outlets/extension cords that can accommodate 36 laptops
 - Minimum of 3 wireless microphones; and
 - Free-flowing coffee, tea, hot chocolate and water

5. TRAINING SUPPLIES

- Provision of training kits inclusive of paper, pens, envelopes, and seminar badges (IDs) with lanyards and alcohol spray for 30pax
- Provision of 1 black ink for inkjet printer (model to be advised) for printing of certificates

6. OTHER DELIVERABLES/INCLUSIONS

- Provision of dedicated project coordinator from the tour operator

VI. APPROVED BUDGET FOR THE CONTRACT:

TWO HUNDRED THIRTY-FOUR THOUSAND FIVE HUNDRED SEVENTY-ONE PESOS AND FORTY-FOUR CENTAVOS (₱234,571.44) inclusive of all applicable government taxes in accordance with government procedure.

NOTE: The winning bid however, 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.

VII. PROJECT OFFICER/CONTACT PERSON

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Prepared by: Approved by: