



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10362199

Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA

Title 2023 DOT MIMAROPA YEAR-END ASSESSMENT, STRATEGIC PLANNING FY 2024 and YEAR-END TRAINING ENTITLED "STRESS MANAGEMENT, CULTIVATING EMPLOYEE WELL-BEING, AND SYNERGIZING GROUP DYNAMICS"

Area of Delivery Batangas, Metro Manila

Solicitation Number: 2023-11-13	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		
Category: Travel, Food, Lodging and Entertainment Services	Bid Supplements	0
Approved Budget for the Contract: PHP 355,481.50	Document Request List	0
Delivery Period: 4 Day/s		
Client Agency:	Date Published	25/11/2023
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 dot4b.bacsecretariat@gmail.com	Last Updated / Time	24/11/2023 15:15 PM
	Closing Date / Time	29/11/2023 12:00 PM

Description

DEPARTMENT OF TOURISM - MIMAROPA

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

2023 DOT MIMAROPA YEAR-END ASSESSMENT, STRATEGIC PLANNING FY 2024 and YEAR-END TRAINING ENTITLED "STRESS MANAGEMENT, CULTIVATING EMPLOYEE WELL-BEING, AND SYNERGIZING GROUP DYNAMICS"

II. BACKGROUND/ PURPOSE

The Department of Tourism (DOT) MIMAROPA has been at the forefront of showcasing the cultural and natural wonders of the MIMAROPA region, contributing significantly to the growth of Philippine tourism. As we approach the end of the year 2023, it is important to undertake a comprehensive Year-End Assessment to reflect on our achievements, challenges, and lessons learned throughout the year.

2023 has been a dynamic year, marked by innovative initiatives, collaborative efforts, and unforeseen challenges. The Year-End Assessment provides an opportunity for the Regional Office to delve into the details of our performance, celebrating successes, understanding setbacks, and extracting valuable insights to inform our strategic directions.

Simultaneously, recognizing the internal factors between the well-being of our workforce and organizational success, we propose a holistic approach by integrating a Year-End Training program focusing on "Stress Management, Cultivating Employee Well-being, and Synergizing Group Dynamics." This initiative aims to address the evolving

needs of our workforce, ensuring a motivated, resilient, and high-performing team.

III. SCOPE OF SERVICE

The service provider should be able to provide the transportations, meals, accommodation, training venue and other contingencies with the following specifications:

A. General Requirements:

- Service Provider should be a DOT-Accredited Travel & Tour Operator
- Inclusive Date: December 18-21, 2023
- Amenable to send-bill arrangement/government procedure: SOA shall be submitted five (5) working days after the completion of the activity
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in NCR/ CALABARZON/ MIMAROPA Region

B. Documentary Requirements

1. Mayor's/Business Permit (certified true copy)
2. Proof of PhilGEPS Registration (certified true copy)
3. Original or certified true copy of duly notarized Omnibus Sworn Statement
4. DOT Accreditation Certificate (certified true copy)
5. SEC and/ or DTI Registration (certified true copy)
6. BIR Certification and updated Annual ITR (certified true copy)

Note: All documentary requirements and proposal shall be physically sent to MS. SHEILA O. PINEDA, BAC Secretariat Head of the Department of Tourism- MIMAROPA with address at 2nd Floor MIMAROPA Office- 351 Senator Gil Puyat Avenue, Makati City on or before November 29, 2023.

Furthermore, complete copy of the requirements and proposal shall be sent through email dot4b.bacsecretariat@gmail.com/ sheilapineda.ocasla@gmail.com on or before November 28, 2023.

Only those who have submitted both the physical and electronic copies will be considered for the project.

IV. SCOPE OF WORK/ DELIVERABLES

A. TRANSPORTATION (VAN HIRE)

- Two (2) units of Air-conditioned Tourist Transport Van (Vehicle capacity of 12-15 Regular seats), must have stereo, microphone and reclining seats
- Provision of Alcohol, tissue or sanitary kits, and Basic First Aid Kit
- Must conform to the following:
 - Van Rental inclusive of Fuel, Toll Fees, parking fees, meals/ accommodation/ service of the driver and insurance of the passengers
 - December 18, 2023- Departure from a designated pick-up point in NCR to the venue in CALABARZON
 - December 21, 2023- Departure from the venue to drop off point in NCR

Note: Other Information will be coordinated and finalized to the winning bidder

B. MEALS (FOR 31 PAX)

Requirements for meals shall include the following:

- Managed Buffet Meals: Breakfast, Lunch, AM and PM Snacks in a setup specified below:

Schedule Setup

December 18, 2023

Lunch & Dinner:

Steamed Rice

Soup

Two (2) meat dishes (chicken/ pork and beef)

One (1) fish dish

One (1) vegetable dish

Vegetable Salad

Fresh fruits

One (1) bottled juice/ soft drinks

AM & PM Snacks:

Either sets of:

- One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice
- One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice
- One (1) slice of cake with Nachos or Chips & One (1) bottled juice

- Provision of free flowing Coffee, candies, chips or peanuts

December 19-20, 2023

Breakfast:

One (1) full meal breakfast served with hot chocolate/ tea or coffee

Lunch & Dinner:

Steamed Rice

Soup

Two (2) meat dishes (chicken/ pork and beef)
 One (1) fish dish
 One (1) vegetable dish
 Vegetable Salad
 Fresh fruits
 One (1) bottled juice/ soft drinks

AM & PM Snacks:

Either sets of:

- One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice
- One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice
- One (1) slice of cake with Nachos or Chips & One (1) bottled juice
- Provision of free flowing Coffee, candies, chips or peanuts

December 21, 2023

Breakfast:

One (1) full meal breakfast served with hot chocolate/ tea or coffee

Lunch:

Steamed Rice

Soup

Two (2) meat dishes (chicken/ pork and beef)

One (1) fish dish

One (1) vegetable dish

Vegetable Salad

Fresh fruits

One (1) bottled juice/ soft drinks

INCLUSIONS:

- Provide adequate uniformed waiters and banquet staff
- Use of utensils, chinaware, and glasses
- Setup banquet table and chairs and at least two (2) uniformed waiters during each schedule
- Ensure the temperature and quality of food to be served

C. MEETING/ TRAINING VENUE

- Meeting room that can accommodate 35-40 pax
 - Sound system, white board, LCD projector and screen
 - WiFi access and or source of any internet connection
 - Safe place to conduct Group Dynamics activity
 - Provision of Backdrop/ Tarpaulin: 4ft x 6ft
- 2023 DOT MIMAROPA Year-End Assessment, Strategic Planning FY 2024 and Year-End Training entitled "Stress Management, Cultivating Employee Well-being, and Synergizing Group Dynamics"

D. ACCOMODATION (3 NIGHTS- from December 18-21, 2023)

- Must be DOT-Accredited Accommodation Establishment
- Three (3) Single Room for 3 pax
- Fourteen (14) Twin Sharing Room for 28 pax
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

E. CONTINGENCY FUND

- Coverage of potential matters that are not specifically accounted for in a cost budget and/ or
- Small items not covered in the planning

V. BUDGET:

The Approved Budget for the Contract is Three Hundred Fifty-Five Thousand Four Hundred Eighty-One Pesos and 50/100 (PHP 355, 481.50), inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

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.
- Full payment shall be made within thirty (30) working days upon delivery and acceptance of services provided.

VII. PROJECT OFFICER/CONTACT PERSON

Name : MS. SHEILA PINEDA

Email : sheilapineda.ocasla@gmail.com; dot4b.bacsecretariat@gmail.com

Contact No.: (+63) 942 991 4199/ (02) 8459-5200 loc. 210

Created by	Monina Valdez Raneses
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