



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11791644
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title COMMENTARY DEVELOPMENT TRAINING
Area of Delivery Metro Manila, Palawan

Solicitation Number: 2025-02-002	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	Bid Supplements	0
Category: Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract: PHP 90,744.80	Date Published	21/02/2025
Delivery Period: 5 Day/s	Last Updated / Time	20/02/2025 16:05 PM
Client Agency:	Closing Date / Time	24/02/2025 17:00 PM
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		

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

COMMENTARY DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : March 3-7, 2025

Location : Coron, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program is designed to help the Filipino tourism frontliners, specifically the tour guides revisit their skills in commentary development. Moreover, it aims to: (1) understand the concept of the parts and functions of a commentary (2) identify different *unhealthy habitual practices* a tour guide includes in the commentary (3) know how commentary affects the total satisfaction level of a visitor by practicing due professional diligence in service delivery (4) remember the process how commentaries become impactful and lasting (5) demonstrate their commentary with integration of the health and safety protocols and (6) restart in the tour guiding industry with confidence, professional conduct and enabling to becoming Goodwill Ambassador of the MIMAROPA Region.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Preferably DOT Accredited Tour Operator and/or Travel & Tour Agency
- C. Located in Metro Manila and/or Coron, Palawan
- D. Must be willing to provide services on a send bill arrangement

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

IV. 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
- Valid DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES

A. Transportation

- Airfare

Guests: Ms. Eunice Kate B. Diaz DOB: November 01, 2000

Mr. Reynaldo A. Jorda DOB: January 27, 1958

o March 3, 2025 (Monday)

☐ Manila to Coron

Ms. Eunice Kate B. Diaz / 20kg Check-In Baggage

Mr. Reynaldo A. Jorda / 10kg Check-In Baggage

o March 7, 2025 (Friday)

☐ Coron to Manila

Ms. Eunice Kate B. Diaz / 20kg Check-In Baggage

Mr. Reynaldo A. Jorda / 10kg Check-In Baggage

- Grab

Passenger:

Mr. Reynaldo A. Jorda

March 3 – Residence to NAIA

March 7 – NAIA to Residence

- Airport Transfer

March 3, 2025

Busuanga Airport to Accommodation – Ms. Eunice Kate B. Diaz

Mr. Reynaldo A. Jorda

March 7, 2025

Accommodation to Busuanga Airport – Ms. Eunice Kate B. Diaz

Mr. Reynaldo A. Jorda

B. Accommodation

- One Single Room for DOT Facilitator

March 3-7, 2025 (4 Nights)

- One Single Room for Speaker (FBSE)

March 3-7, 2025 (4 Nights)

C. Outside Meals

- DOT Facilitator

March 3 – Breakfast, Lunch and Dinner

March 4-6 – Breakfast and Dinner

March 7 - Breakfast, Lunch and Dinner

- Speaker – FBSE

March 3 – Breakfast, Lunch and Dinner

March 4-6 – Breakfast and Dinner

March 7 - Breakfast, Lunch and Dinner

D. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)

- Board Vellum Paper

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is NINETY THOUSAND SEVEN HUNDRED FORTY-FOUR 80/100 PESOS ONLY (Php 90,744.80), inclusive of applicable taxes and fees.

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

VII. 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.

VIII. PROJECT OFFICER / CONTACT PERSON

Name : Eunice Kate B. Diaz
Email : tisp.dot4b@gmail.com
Contact No. : 0963-513-5987

Created by Monina Valdez Raneses

Date Created 20/02/2025

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