



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11961439
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title FILIPINO BRAND OF SERVICE EXCELLENCE SEMINAR
Area of Delivery Metro Manila, Occidental Mindoro

Solicitation Number: 2025-04-012	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 211,990.00	Date Published	11/04/2025
Delivery Period: 7 Day/s	Last Updated / Time	10/04/2025 17:19 PM
Client Agency:	Closing Date / Time	14/04/2025 17:00 PM
Contact Person: Sheila Pineda Head, BAC Secretariat 778 Boni Ave. cor. EDSA, Barangka Ilaya Mandaluyong City Metro Manila Philippines 1200 63-735-5970 dot4b.bacsecretariat@gmail.com		

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

FILIPINO BRAND OF SERVICE EXCELLENCE SEMINAR

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : April 20-26, 2025

Location : Lubang, Occidental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

The Filipino Brand of Service Excellence Seminar is designed to develop and sustain a tourism workforce capable of providing excellent quality services of globally competitive standards to tourists and visitors travelling to and around the country while establishing and maintaining customer relationships.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- Must be PHILGEPS REGISTERED
- Preferably DOT Accredited Tour Operator and/or Travel & Tour Agency
- Located in Metro Manila and/or Lubang, Occidental Mindoro
- Must be willing to provide services on a send bill arrangement
- 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

- Gas and Toll

April 20, 2025 - Nex 54 Mandaluyong to Nasugbu Port

April 26, 2025 - Nasugbu Port to Nex 54 Mandaluyong

- Boat Fare and Terminal Fee

Passenger:

Ms. Eunice Kate B. Diaz

Ms. Rochelle Camille A. Antenor

Mr. Romano del Rosario

April 20 - Nasugbu to Tilik

April 26 - Tilik to Nasugbu

- Grab

Passenger:

Mr. Romano del Rosario

April 20 - Residence to Nex 54 Mandaluyong

April 26 - Nex 54 Mandaluyong to Residence

B. Accommodation

- One Twin Sharing for DOT Facilitators

April 20-26, 2025 (6 Nights)

- One Single Room for Speaker (FBSE)

April 20-26, 2025 (6 Nights)

C. Training Meals

Date of Training: April 21-25, 2025

Number of Participants: 55 pax

Meals: AM Snacks, Lunch and PM Snacks

D. Outside Meals

- DOT Facilitators (2 pax)

April 20 - Breakfast, Lunch and Dinner

April 21-25 - Breakfast and Dinner

April 26 - Breakfast

- Speaker - FBSE (1pax)

April 20 - Breakfast, Lunch and Dinner

April 21-25 - Breakfast and Dinner

April 26 - Breakfast

E. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)

- Board Vellum Paper

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is TWO HUNDRED ELEVEN THOUSAND NINE HUNDRED NINETY PESOS ONLY (Php 211,990.00), 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. : 09635135987

Created by Sheila Pineda

Date Created 10/04/2025

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