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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6530709
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title TOURISM C.O.A.T.S, SAFETY AND SECURITY SEMINAR IN PUERTO PRINCESA CITY ON OCTOBER 17-18, 2019
Area of Delivery Palawan

Solicitation Number:	2019-038	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Events Management	Date Published	09/10/2019
Approved Budget for the Contract:	PHP 218,000.00	Last Updated / Time	08/10/2019 08:04 AM
Delivery Period:	4 Day/s	Closing Date / Time	14/10/2019 00:00 AM
Client Agency:			
Contact Person:	Keith Blanche Calso Soriano Administrative Officer IV 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 procurement.mimaropa@gmail.com		

Description

I. PROJECT TITLE

TOURISM C.O.A.T.S, SAFETY AND SECURITY SEMINAR

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: October 17-18, 2019

Location: Puerto Princesa, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to train the accommodation sector to prepare security and safety plans not only during the typhoon season but all year-round to ensure the safety of guests. This seminar also helps the sector to prepare a business continuity plan.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must be a DOT Accredited Tour Operator
- C. Located in the province of Palawan

- D. Must be willing to provide services on a send bill arrangement
- E. Must comply with the detailed services specified in Item IV of the TOR

IV. SCOPE OF WORK / DELIVERABLES:

A. Transportation

Airline Ticket

Guests: Ms. Trina Joy Quesea DOB: February 2, 1997
Mr. Danilo M. Pineda DOB: December 28, 1951
OSCA: 43292

1. October 16, 2019 (Wednesday)
 - Manila to Puerto Princesa / 1140H-1300H / 30kgs
2. October 19, 2019 (Saturday)
 - Puerto Princesa to Manila / 0710H-0830H / 20kgs

Van Transfers for Dinner

Guests: 2 pax (1 Resource Speaker and 1 DOT Facilitator)

1. October 16 to 18, 2019 (Wednesday to Friday)
 - Hotel accommodation to restaurant of choice

B. Accommodation with Breakfast and Airport Transfers

1. Two (2) rooms
 - 1 Single occupancy for DOT Resource Speaker
 - 1 Single occupancy for DOT Facilitator
2. Duration: 3 nights
 - Check-in: October 16, 2019
 - Check-out: October 19, 2019

C. Function / Workshop Requirements

1. Date of Function: October 17-18, 2019 (2 days)
2. Number of participants: 70 pax
3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Buffet Lunch with 6 courses and 1 round of drinks (iced tea or soft drinks)
 - Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Free flowing Coffee
 - Water Dispenser
4. Capacity of the venue must be good for 100 pax to allow mobility for the workshop component;
5. Registration table should be near the entrance of the function venue.
6. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
7. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.\Classroom set-up.
8. Aisles should be available in the middle and two sides.
9. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads, WIFI access.
10. Welcome tarpaulin 4sq. ft. x 6 sq. ft.; and
11. Backdrop tarpaulin 12sq. ft. x 6 sq. ft.

D. Outside Meals

1. October 16, 2019 (Wednesday)
 - Lunch

Guests: 2 pax (1 resource speaker, 1 DOT facilitator)

 - Dinner

Guests: 2 pax (1 resource speaker, 1 DOT facilitator)
2. October 17 to 18, 2019 (Thursday and Friday)
 - Dinner

Guests: 5 pax (1 resource speaker, 2 DOT facilitators, 2 CTOs)
3. October 19, 2019 (Saturday)
 - Meals

Guests: 2 pax (1 resource speaker, 1 DOT facilitator)

E. Miscellaneous

1. Honorarium of Speaker
• October 17-18, 2019 (2 days)
Php 1,200 x 8 hours x 2 days = Php 19,200.00

2. Communication = Php 300.00
3. Other Fees and charges

VI. CONTACT PERSON

Names : Trina Joy Quesea / Denise Alysson Anderson
DOT-MIMAROPA Regional Office

Contact numbers : (0917) 5333130 (Denise)
(0936) 7965076 (Trina)

Email Address : tisp.dot4b@gmail.com

Created by Keith Blanche Calso Soriano

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