



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9141223  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** CONSULTANCY SERVICES COMPANY For the conduct of Community-Based Tourism Organization (CBTO) Training for Pedicab Drivers in Intramuro  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> NCR 2022-10-009	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Consulting Services	<b>Document Request List</b>	0
<b>Category:</b> Consulting Services	<b>Date Published</b>	22/10/2022
<b>Approved Budget for the Contract:</b> PHP 780,000.00	<b>Last Updated / Time</b>	21/10/2022 11:59 AM
<b>Delivery Period:</b> 10 Day/s	<b>Closing Date / Time</b>	28/10/2022 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotnrc.bac@tourism.gov.ph		

#### Description

##### I. BACKGROUND AND PROJECT DESCRIPTION

The Department of Tourism – National Capital Region, through its Industry Manpower Development Unit and Tourism Regulation Division, will conduct a series Community-Based Tourism Training for Pedicab Drivers in Intramuros. The project is in line with the thrust of the Office to provide tourism frontliners trainings with the goal of increasing awareness and appreciation on the nature and benefits derived from tourism. This project also wishes to develop and expand their role as frontliners, become sources of tourism information, and acquire their support in the Department's promotional efforts of the country.

The seminar aims to create awareness of the tourism concept and teach the participants on how to deal with certain group of local and foreign tourists, their characteristics, their greetings and to give them information about the major tourist destinations and products in the National Capital Region. The seminar is also part of the self-development of the

drivers, to boost and develop their self-esteem to be able to engage and converse with the tourists well.

##### II. OBJECTIVES

§ To serve as an awareness campaign for pedicab drivers to learn and appreciate the nature and benefits derived from tourism.

§ To develop and expand the role of tourist drivers as front-liners and sources of tourism information.

§ To get the support of tourist drivers in the tourism promotional efforts of the country

##### III. LEGAL BASIS

· The Tourism Act of 2009 otherwise known as RA 9593 says that "The State declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socio-economic growth and cultural affirmation to generate investment, foreign exchange, and employment

and to continue to mold and enhance the sense of national pride for all Filipinos.”

· Based on Republic Act No. 9710 also known as “The Magna Carta of Women,” Section 2 states that the State affirms women’s rights as human rights and shall intensify its efforts to fulfill its duties under international and domestic law to recognize, respect, protect, fulfill, and promote all human rights and fundamental freedoms of women, especially marginalized women, in the economic, social, political, cultural, and other fields without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status.

· Republic Act 7610 also known as “Special Protection of Children Against Abuse, Exploitation and Discrimination Act,” states that the State shall provide special protection to children from all forms of abuse, neglect, cruelty, exploitation and discrimination and other conditions, prejudicial to their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination.

· Our country’s tourism roadmap, the National Tourism Development Plan (NTDP) 2016-2022 envisions to “Develop a globally competitive, environmentally sustainable and socially responsible tourism industry that promotes inclusive growth through employment generation and equitable distribution of income thereby contributing to building a foundation for a high trust society.”

#### IV. REQUIREMENTS FOR SUPPLIERS

- a. Must be a consultancy service provider that specializes in conducting/facilitating/organizing trainings and utilizing training modules and programs approved by DOT-OIMD.
- b. Must submit a list of previously conducted trainings or similar projects with DOT with certificate of satisfactory completion issued by the previous client/s.
- c. Duly registered Philippine company with appropriate government Agency.
- d. Highly experienced in conducting and organizing high impact trainings that are of value to Filipinos.
- e. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
- f. Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;
- g. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account.
- h. Must submit a curriculum vitae/professional license and company profile
- i. With an office in Metro Manila.

#### V. SCOPE OF WORK/DELIVERABLES

##### PRE-EVENT

1. Design and development of learning module using current training needs, information and identified knowledge/capacity gaps and DOT-OIMD standards and the DOT-NCR’s objectives
2. Collaborate with the DOT-NCR team, private organizations/partners, cooperative, non-government organization, if applicable, and in conceptualizing the program design, providing academic direction, selection of speakers/panelists/subject matter experts, assigning course topics, presentation, among others;
3. Engage directly to subject matter experts/speakers/panelists in learning course topics that will be agreed upon and ensure all contents are aligned to the DOT-NCR directions, theme, topic and goals;
4. Must include rental of venue with audio-visual equipment;
5. Draft and send out event invitation to target participants;
6. Draft and send out event invitation to target speakers/subject matter experts and VIP guests;
7. Draft and prepare speeches for principals;
8. Hire additional manpower to facilitate registration/attendance, feedback forms and management/assistance during seminar activity if necessary;
9. Must include the preparation of event’s key visual, layout, and translations;
10. Create and manage pre-event social media posting, boosting and promotion;
11. Cover communication expenses for the preparation and duration of the training;
12. Be present, document and submit minutes of all meetings (virtual or actual) of the secretariat and working committees;
13. Sourcing of non-food tokens of appreciation proportionate to the status of the subject matter experts/panelists/speakers, and VIP guests. Present a variety of choices of tokens for the DOT-NCR’s approval. Package the tokens according to the DOT-NCR brand directions;

##### DURING EVENT

14. Proposal must include transportation logistics for the project secretariat/ DOTNCR staff/speakers, also considering overtime pay, parking and meals of the transportation provider;
15. Make use of face-to-face as mode of implementation for the conduct of the training program.
16. Ensure all activities are within the minimum health protocols set forth by the IATF and provide health and safety kits to all participants and guests including tissue, wet wipes, alcohol, face masks;
17. Create and manage same-day event social media posting, boosting and promotion;
18. Mount a full technical run of the event and ensure excellent internet connection;
19. Provide meals and snacks for the participants, organizers/facilitators/speakers, VIP guests;
20. Provide pre/post-test, ensure that participants accomplish the registration form, attendance sheet, and feedback form / link and encode results
21. Provide certificates to participants and resource speakers after each seminar;
22. Provide non-food tokens of appreciation to the subject matter experts/panelists/speakers, and VIP guests.

#### POST EVENT

23. Provide for the fee of additional manpower to assist during the event;
24. Must include courier/delivery fees, if necessary;
25. Create and manage post-event social media posting, boosting and promotion;
26. Submit final documentation, proceedings, forms of the training program, modules/presentation, event materials to DOT-NCR
27. Must assist in encoding the gathered training/seminar data into the required OIMD links
28. Submit a terminal report (OIMD form) and a comprehensive terminal report complete with recommendations, SWOT analysis, or learner's response assessment within 15 days after the completion.

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC):

TOTAL BUDGET: ₱780,000.00 (Seven Hundred Eighty Thousand Pesos Only)

#### VII. PAYMENT PROCEDURE

₱780,000.00 (Seven Hundred Eighty Thousand Pesos Only) inclusive of taxes upon completion of the training Government procedure and is subject to appropriate government taxes. - Rates should include applicable taxes and delivery fee - Willing to provide services on a send-bill arrangement

#### VIII. LEGAL/TECHNICAL REQUIREMENTS

1. Current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. Company Profile and Curriculum Vitae

#### IX. CONTACT PERSON:

Ms. Elaine Villanueva [esvillanueva@tourism.gov.ph](mailto:esvillanueva@tourism.gov.ph)

#### Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on October 28, 2022 at 10:00 AM

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 20/10/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

