

DEPARTMENT OF TOURISM
National Capital Region
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Date: October 21, 2022

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1 (ONE)	LOT	CONSULTANCY SERVICES COMPANY For the conduct of Community-Based Tourism Organization (CBTO) Training for Pedicab Drivers in Intramuros	
		Project Name : Community-Based Tourism Training for the Pedicab Drivers in Intramuros Components : Face-to-Face Training; 2 Days (min. of 16 hrs) Target Participants : 40 Pedicab Drivers / run Implementation Date : November 7-8, 9-10, 11-12, 2022 (*subject to change due to the availability of speakers, venue, and the current COVID-19 Alert Level, to be agreed by the DOT-NCR and the supplier in coordination with the concerned LGU/stakeholders)	
		<p>I. <u>BACKGROUND & PROJECT DESCRIPTION</u></p> <p>Pedicab, a traditional three-wheeled transportation operated manually, has become part of the Intramuros or "The Walled City," one of the most iconic and historical site located in Manila. Today, this kind of traditional transportation ought to compete with other modern transportation modes, such as bus, motorcycle, and taxi. Serving not only the local commuters and students but also local and foreign travelers, the function of pedicab has diverted from conventional usage to the tourism usage that can provide more additional value to its drivers and the whole community.</p> <p>Hence, 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.</p> <p>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.</p>	
		II. REQUIREMENTS FOR SUPPLIERS	
		<p>a. Must be a consultancy service provider that specializes in conducting/facilitating/organizing trainings and utilizing training modules and programs approved by DOT-OIMD.</p> <p>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.</p> <p>c. Duly registered Philippine company with appropriate government Agency.</p> <p>d. Highly experienced in conducting and organizing high impact trainings that are of value to Filipinos.</p> <p>e. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).</p> <p>f. Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;</p> <p>g. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account.</p>	

		<p>h. Must submit a curriculum vitae/professional license and company profile</p> <p>i. With an office in Metro Manila.</p>	
		III. SCOPE OF WORK/DELIVERABLES	
		<p>PRE-EVENT</p> <ol style="list-style-type: none"> 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; <p>DURING EVENT</p> <ol style="list-style-type: none"> 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. <p>POST EVENT</p> <ol style="list-style-type: none"> 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. 	

BUDGETARY REQUIREMENTS	
ITEM DESCRIPTION	AMOUNT
Admin Costs and Professional Fees	30,000
<ul style="list-style-type: none"> • Identification of target beneficiaries, learning gaps, identification of priority topics and appropriate subject matter experts • Program/Module Design, Development, and Implementation • Provision of academic direction, assigning course topics, presentation, moderating/hosting of the entire event • Creation of program, script, and event flow (sequence guide) • Coordination with resource speakers, private organization, cooperative, non-government organization (if applicable) and suppliers of starter kits and tokens • Speakers and Moderator Honorarium, manpower fees • Creation of Terminal Report extracted from the pre-test, feedback form and actual event happenings 	
Venue with supplied Meals (AM Snack, Lunch, PM Snacks) Php 1200 x 50pax x 2 days = Php 120,000	120,000
Van Hire (14-hour use x 2 days)	16,000
Pedicab Starter Kits (Customized 2-pc Dri-Fit Cottony T-shirt, customized belt bag, customized string bag, portable bike repair kits)	71,950
Collateral Layout and Printing	3,000
Health & Safety Kits (alcohol, wipes, tissue, face mask, customized pouch)	5,000
Communication Expense	300
Social Media Post Boosting and Promotion	1,000
Tokens for Guest Speakers / VIPs	10,000
Miscellaneous Fees	2,750
Subtotal	₱260,000 x 3 runs
TOTAL AMOUNT (inclusive of Tax)	₱780,000
 APPROVED BUDGET FOR THE CONTRACT PHP 780,000.00 Seven Hundred Eighty Thousand Pesos Only	
IV. PAYMENT PROCEDURE	
<p>₱780,000.00 inclusive of taxes upon completion of the training Government procedure and is subject to appropriate government taxes.</p> <ul style="list-style-type: none"> - Rates should include applicable taxes and delivery fee - Willing to provide services on a send-bill arrangement 	
Documentary Requirements to be submitted:	
<ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Latest Income/Business Tax Return with AFS 4. Original and Certified True Copy of Duly Notarized Omnibus Sworn Statement 5. Company Profile and Curriculum Vitae of key officer/staff 	
Contact Person: Ms. Elaine Villanueva - esvillanueva@tourism.gov.ph	
Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) original sets</u> 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	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00