

DEPARTMENT OF TOURISM
National Capital Region
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Date: July 17, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

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

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
ONE (1)	LOT	TOUR OPERATOR AND/OR TRAVEL AGENCY (GROUND HANDLING SERVICES) SECOND POSTING	
		PROJECT NAME: RETOOLING AND DEBRIEFING (MID-YEAR ASSESSMENT) OF THE DEPARTMENT OF TOURISM NATIONAL CAPITAL REGION	
		<p>I. BRIEF BACKGROUND & PROJECT DESCRIPTION: The Department of Tourism - National Capital Region has been the guiding force and the backbone of the Department towards all its achievements in the National Capital Region. The value of having a retooling, debriefing and wellness session is imperative so that institution will function and perform as efficient as possible. As stated in the revised administrative code of 1987 of the Civil Service Commission; <i>each department or agency shall prepare a career and personnel development plan which shall be integrated into a national plan by the Commission.</i></p>	
		<p>II. OBJECTIVES: The Retooling and Debriefing (Mid-Year Assessment) of the Department of Tourism-National Capital Region aims to boost the Office's productivity by identifying measured for improvement of business processes, budget utilization, and attainment of Quality Management System (QMS) quality objectives.</p> <ol style="list-style-type: none"> a) Review its business processes and assess areas of improvement; b) Review the implementation of projects; c) Assess the budget utilization and make funding adjustments for the 2nd Semester of the CY 2023; d) Evaluate procedures relative to Quality Management System quality procedure and aligned documents/ 	
		<p>III. SCOPE OF WORK/DELIVERABLES:</p> <p>Implementation Date: July 24-25, 2023, <i>(Note : Dates are tentative and subject to change. Final dates shall be advised and confirmed upon coordination with the Project Officer)</i></p> <p>A. <u>Transportation rental of two (2) coasters inclusive of:</u></p> <ol style="list-style-type: none"> 1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s 2. Driver and coordinator's fees, meals, accommodation 3. Fuel expenses, toll fees, parking fees, environmental fees 	

Date	Particulars
24 July 2023 (tentative) (Monday)	Makati City to Bataan City for Forty (40) persons
24 July 2023 (tentative) Monday	Bataan City for Forty (40) persons
25 July 2023(tentative) Tuesday	Bataan City to Makati City for Forty (40) persons

B. DOT-accredited accommodation in Bataan for 2 days 1 night for 40 persons

Check-in	24 July 2023 - (tentative)
Check-out	25 July 2023 - (tentative)

1. Ten (10) Quadruple Sharing rooms for Forty (40) DOT-NCR staff.
2. One (1) Solo room for the DOT-NCR Regional Director
3. With complimentary breakfast and WiFi access
4. Open to reduction of number of rooms in case the target number of 40 participants is not met.

C. Hotel function room on 24 July 2023 for 40 persons

1. 1st Session on 24 July 2023 (*tentative*) from 1300H to 1700H
2. Well ventilated and well lighted private function room with stable WiFi connection.
3. Classroom set-up or boardroom set-up with separate table for at least three (3) DOT-NCR Secretariat.
4. With at least (2) units of wireless microphone and speakers
5. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard

D. Resource person to conduct a capacity development activity on 24 July 2023

1. With experience in conducting capacity development activities for private groups or government agencies
2. Preferred topic or activity:
 - a. Complete staff work
 - b. Working with a team
 - c. Time management: and
 - d. Employee engagement activities
3. Preferable a resident of Bataan City

E. Meal requirements for at least 40 persons

	1 st Day	2 nd Day
Breakfast	Takeaway meals for 40 persons to be distributed prior to departure in Makati City	Complimentary Breakfast for 40 persons
AM Snacks	Meals in Bataan City during the tour for 40 persons	Meals for 40 persons

Lunch	Meals for 40 persons	With free flowing brewed coffee and juice during stay at the accommodation Lunch at accommodation for 40 persons
PM Snacks	Meals for 40 persons	Takeaway meals to be distributed prior to arrival in Makati City
Dinner	With free flowing brewed coffee and juice during stay at the accommodation Dinner at accommodation for 40 persons	N/A

**Packed meals shall include water, juice or coffee*

1. Transportation services to an outdoor tourist attraction in Bataan City where the DOT-NCR can conduct activity-based teambuilding.
2. Proposed Location: Beach grounds of the resort or any resort that could accommodate the DOT-NCR

DOT Polo shirt

1. DOT Polo Shirt must be in an emerald green color.
2. DOT Logo should be seen on the shirt on the upper left corner chest area.
3. DOT Logo should be embroidered and/or screenprinted.
4. 45 DOT Polo Shirts

Design:



Note: Mass production of t-shirts shall only be made upon submission and approval of sample.

Tokens

1. Bataan Local delicacies/products
 - a. Uraro Cookies and the likes.
2. Bataan Local Produce

BUDGETARY REQUIREMENTS:

PARTICULARS	RATE PER PAX/ DAY	TOTAL COST
1. Accommodation	Php3,000.00/ room X 10 rooms X 1 night <i>*based on quadruple sharing</i>	Php30,000.00
2. Full-Board Meals		
Breakfast: Php350.00/ pax	Php350.00/ pax X 40 pax X 2 days	Php28,000.00
AM snacks: Php350.00/ pax	Php350.00/ pax X 40 pax X 2 days	Php28,000.00
Lunch: Php800.00/ pax	Php800.00/ pax X 40 pax X 2 days	Php64,000.00
PM snacks: Php350.00/ pax	Php350.00/ pax X 40 pax X 2 days	Php28,000.00
Dinner: Php800.00/ pax	Php800.00/ pax X 40 pax X 2 days	Php64,000.00
3. Venue Rentals/ Function Rooms	Php6,250/hr X 6 hours	Php37,500.00
4. Transportation	Php57,000.00 DOT Makati-Bataan, Bataan- DOT Makati	Php57,000.00
5. Resource Speaker		Php5,000.00
6. Supplies and Materials		
Bottled Water (during travel)	Php36.00 X 40 pax X 2 days	Php2,880.00
Polo Shirts	Php500.00 X 40pax	Php20,000.00
Token	Php500.00 X 40 pax	Php20,000.00
Essentials	Php100.00 X 40pax	Php4,000.00
Total		Php360,380.00.00

		<p><u>MINIMUM REQUIREMENTS</u></p> <ul style="list-style-type: none"> • DOT-accredited service provider • Willing to engaged in send-bill arrangement 	
		<p>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> 1. PHILGEP's Registration; 2. Valid Mayor's / Business Permit; 3. DOT Accreditation Certificate; 4. Duly Notarized Omnibus Sworn Statement; 	
		<p>APPROVED BUDGET FOR THE CONTRACT (ABC) Pesos: Three Hundred Sixty Thousand Three Hundred Eighty (PhP 360,380.00.00) (inclusive of Taxes and is subject to appropriate government taxes)</p>	
		<p>CONTACT PERSON:</p> <p>Mr. Ivannovich Agote - itagote@tourism.gov.ph Ms. Cecille Tiantes - cftiantes@tourism.gov.ph Mr. Kim Darryl Menor</p> <p>Contact Numbers: 09088697204 09194150022</p>	
		<p>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) sets</u> – 1 original copy IN A SEALED ENVELOPE to this office address:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>	
		<p>Note: Deadline of submission is on July 21, 2023 at 08:00 am</p>	

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