

DEPARTMENT OF TOURISM
National Capital Region
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Date: August 18, 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
1 (ONE)	LOT	TOUR OPERATOR/GROUND HANDLER	
		Project Name : NATIONAL CAPITAL REGION – REGIONAL TOUR GUIDING COURSE 2023	
		IMPLEMENTATION DATE : August 29-31, 2023 – Panel Interview September 4-October 13, 2023 – Actual training/course	
		<p>BRIEF BACKGROUND & BRIEF PROJECT DESCRIPTION:</p> <p>With reference to the recently-concluded Luncheon Meeting of DOT Secretary Christina Garcia-Frasco with Accredited Tour Guides in NCR held on 11 May 2023 in Casa Blanca, Intramuros, Manila, the tour guide associations who attended the said event are requesting for the conduct of Regional Tour Guiding Seminar for tour guides who wish to be DOT-accredited.</p> <p>It was attended by fifty (50) accredited tour guides in NCR to a simple luncheon with Secretary Christina Garcia-Frasco in celebration of the 50th founding anniversary of the DOT, and was a way to recognize the frontliners’ efforts to champion Philippine tourism amid the pandemic and various challenges.</p> <p>Tourism Frontliners such as the Tour Guides have invaluable role in the tourism industry. Tour Guide with specific area qualification leads tour groups or individual visitors through a particular attraction, activity, site, or destination and provides interesting or enlightening facts and information or interpretation, for a fee, commission, or any other form of lawful remuneration. In NCR, there are accredited 196 Regional Tour Guides, and 5 Community Tour Guides.</p> <p>Tour Guides all over the country have organized themselves and formed several Tour Guides Organization. The following are organizations based in the National Capital Region (NCR), namely, Philippine Association of Accredited Tourist Guide Lecturers, Inc (PAATGLI), Accredited Tourist Guides Services Cooperatives Inc (ACTSCOOP), Guides Inc., Multi-Lingual Accredited Tour Guides Association of the Philippines (MULATGAP), Japanese-Speaking Tour Guides Association (JASTA), Philippine Federation of Professional Tour Guides Association Inc. (TGFED), and Fort Santiago Volunteer Tour Guides, Inc.</p>	
		<p>OBJECTIVES:</p> <p>The program aims to expand the pool of professional tour guides to cater to both local and international tourists. It also aims to achieve high standards of selection, training and certification of tour guide practitioners in NCR.</p>	
		<p>TECHNICAL SPECIFICATIONS/DELIVERABLES:</p> <ul style="list-style-type: none"> • 1 unit of Tourist Bus for four (4) separate Tours ▪ Date of tours: September 15, 25, October 3 & 10, 2023 (dates are subject to change). <ol style="list-style-type: none"> 1. Airport/Seaport Familiarization Tour, 2. Teaching Tour, 3. Mock Exam Tour, 4. National Museum Tour 	

		<ul style="list-style-type: none"> ▪ Whole day City Tour within Metro Manila, 12-hour use ▪ With 40 seating capacity, must ensure that Public-address system/microphone is efficiently working, GPS ▪ Nice/tidy looking, in best running condition and clean bus with over-all comfortable, intact and working fixtures ▪ With first-aid kit, and sanitation (alcohol) ▪ With Parking, Toll Fees, Driver's Fee, Meals ▪ Vaccinated, experienced driver in handling tours, in office uniform and must wear company ID ▪ Driver must be equipped with mobile phone and accessible through viber, and waze-equipped • Packed AM/PM Snack and Lunch at Local Restaurant for 35 pax for the four (4) Tours • Packed Meals to include AM/PM Snack and Lunch (6 pax x 20 days) for the Panel Interview and Seminar Proper for the speakers and secretariat • Venue and Formal Dinner with fine dining set up within Manila area for 50 pax on 21 September 2023 • Tour Coordinator Services • Note: please refer to the program of activities for date and time. ****Schedules are subject to change. 	
		<p>REQUIREMENTS OF TOUR OPERATOR/GROUND HANDLER</p> <ul style="list-style-type: none"> ▪ Must be DOT accredited travel and tour agency in NCR; ▪ Must get DOT-accredited supplier for the bus and venue for the formal dinner; ▪ Must have a valid Platinum holder and accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS), and must follow procurement procedures; ▪ Must have valid Mayor's/Business Permit, ▪ Must submit quotation in net amount, inclusive of E-VAT/VAT/government taxes/service charge/ and other applicable taxes and charges; ▪ Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account; ▪ Must have at least 10 years experience in travel and tour operation. To submit company profile. ▪ Must have at least 10 years experience in tour ground handling for tourism-related special events/activities. To submit list of tourism-related special events/activities handled; ▪ Must have experience in tour ground handling for tourism-related special events/activities with the Department of Tourism, and other related-agencies. To submit list of projects with the Department of Tourism and other related-agencies. 	
		<p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC) FOUR HUNDRED FIFTY THOUSAND SIX HUNDRED only (Php 450,600.00)</p> <p style="text-align: center;"><i>(inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges)</i></p>	
		<p>Documentary Requirements to be submitted:</p> <ol style="list-style-type: none"> 1. Valid Mayor's Business Permit 2. PHILGEPS Platinum Registration 3. Duly notarized Omnibus Sworn Statement 4. DOT Accreditation Certificate 5. Company profile 6. List of project with the Department of Tourism and other related agencies. 7. Quotation in net amount, inclusive of E-VAT/VAT/government taxes/service charge/ and other applicable taxes and charges; 	

		Contact Person/s Ms. Ana Liza Lucas amlucas@tourism.gov.ph Ms. Darlene Hazel Serran hazel.darlene7.dhs@gmail.com dotncr.tourism.regulation@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 August 22, 2023 @ 8:00 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