

**DEPARTMENT OF TOURISM**  
National Capital Region  
Telefax: 8553-3530  
Direct Line: 84595200 local 212  
Email: dotnrc.bac@tourism.gov.ph

Date: August 30, 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	<b>CONSULTANCY SERVICES</b>	
		<p><b>Project Name :</b>  <b>FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE)</b>  <b>TRAINING FOR 3<sup>rd</sup> AND 4<sup>th</sup> Quarter OF F.Y. 2023</b>            (40 runs)</p>	
		<p><b>IMPLEMENTATION DATE:</b>            September to November 2023 (<i>*subject to change due to the availability of speakers, venue to be agreed upon by the DOT-NCR and the supplier/service provider in coordination with the concerned LGU/stakeholders</i>). Venue within Metro Manila</p>	
		<p><b>TARGET PARTICIPANTS</b>            Tourism Enterprises, Local Government Units, Accommodation Establishments, Tour Guides, Tour Operators, Travel Agents, Academe, Tourism Students (Graduating/4<sup>th</sup> year students) and all Tourism Stakeholders/ Partners/ Frontline Personnel/Tourism-related Enterprises within Metro Manila</p>	
		<p><b>BRIEF BACKGROUND AND PROJECT DESCRIPTION:</b>            The Filipino Brand of Service Excellence (FBSE) Program is one of the flagship programs of the Department of Tourism to promote the best and the positive about Filipino hospitality. The FBSE is envisioned to enhance and uplift the quality of tourism services in the country with a benchmark on how to render excellent service to our tourists the Filipino way, and make it our “brand”. Thereby, the excellence in service becomes a regional brand and a holistic national identity.             In line with this endeavor, the Department of Tourism – National Capital Region (DOT-NCR), through its Industry Manpower Development Unit and in collaboration with the Tourism Regulation Division, will conduct the “Filipino Brand of Service Excellence” training program for the tourism stakeholders and frontline personnel in the National Capital Region. Forty (40) runs of FBSE training programs are set to be conducted on a face-to-face set up across the NCR within September to November 2023.</p>	
		<p><b>OBJECTIVES:</b></p> <ol style="list-style-type: none"> <li>I. To continuously improve the quality of service provided by the frontline officers and raise customer satisfaction;</li> <li>II. To equip the participants with effective techniques to handle customer concerns through a tourists’ friendly approach;</li> <li>III. To describe the communication process, barriers to communication and listening skills as effective communication tools among the participants in order to produce more empathetic and efficient frontline officers;</li> <li>IV. To help the participants understand/apply the Filipino Brand of Service Excellence;</li> </ol>	
		<p><b>COURSE OUTLINE:</b>  <u><b>Filipino Brand of Service Excellence Seminar</b></u>  <u><b>(1 day / 8 hours)</b></u>             Module I - Service Excellence and the 7M’s of Filipino Values            Module II - Delivering Excellent Service using the GUEST Technique            Module III - The HEART of Service Recovery</p>	
		<p><b>METHODOLOGY:</b></p> <ul style="list-style-type: none"> <li>- Face-to-face Training</li> <li>- Lecture / Presentations</li> <li>- Group Exercises / Workshop</li> </ul>	

**SCOPE OF WORK/DELIVERABLES****PRE-EVENT**

1. Conceptualize, manage and facilitate the whole event with twenty-four (24) FBSE training programs
2. Design and development of training program using current training needs, information and identified knowledge/capacity gaps and DOT-OIMD standards and the DOT-NCR's objectives
3. Collaborate with the DOT-NCR team, private organizations/partners, cooperative, non-government organization, if applicable, and in conceptualizing the program design, providing academic direction, scheduling and selection of speakers/subject matter experts, assigning course topics, presentation, among others;
4. Engage directly with DOT-accredited FBSE speakers ensure all contents and presentation are aligned to the DOT-NCR directions, theme, topic and goals;
5. Draft and send out event invitation to target participants, if needed;
6. Draft and send out event invitation to FBSE trainer and/or special guests
7. Draft and prepare speeches for principals, if required;
8. Provide manpower to facilitate DOT-NCR registration form, attendance sheet per day, pre-and post test, feedback forms and provide management/assistance during workshop activities of FBSE program
9. Must include the preparation of event's key visual, layout, and translations;
10. Cover communication expenses for coordination and preparation during conduct of the training;
11. Sourcing of seven (7) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval.

**DURING EVENT**

12. Mount a full technical run and briefing for speaker and other staff assigned prior the start of the program;
13. Provide meals for the speaker and DOT-NCR team;
14. Ensure all participants are have accomplished the registration form and pre-test before start of the program. Ensure that the Attendance sheet and Feedback forms are fully accomplished by participants before releasing the certificates
15. Provide certificates/e-certificates to participants with control code from DOT-NCR and certificate of appreciation to resource speaker.
16. Prepare and conduct an ice breaker / game and knowledge check activity each training. Selected winners will be given token / prize.
17. Ensure that the Acknowledgement Receipt for certificates and/tokens are filled out and signed.
18. Facilitate photo documentation with caption to be posted on the official Facebook Page of DOT-NCR and to be attached on the OIMD Terminal Report and record one (1) "Mabuhay" video of participants and speaker at the end of the program.
19. Create and manage post-event social media posting after each training

**POST EVENT**

20. Must provide transportation and miscellaneous expenses and/or courier/delivery fees, if necessary;
21. Submit final documentation/proceedings, forms of the training program, modules/presentation, event materials aligned with the checklist provided by DOT-NCR within 10 working days after the training:
  - Invitation to Participants (if applicable) and Speaker
  - Program of Activities
  - Speech (if applicable)
  - Pre-Test and Post Test
  - Registration Form / List
  - Attendance Sheet
  - Acknowledgement Receipt for Certificates and Tokens
  - Client Satisfaction / Post-Feedback Form / List
  - Terminal Report (OIMD Template) with photos

		22. Must assist in encoding the gathered training/seminar data into the required OIMD links, if necessary																									
		<p><b>REQUIREMENTS FOR SUPPLIER:</b></p> <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 current and previously conducted trainings or similar projects with DOT.</p> <p>C. Must submit a plan of approach/methodology with timeline for the execution of the overall scope of the project.</p> <p>D. Duly registered Philippine company with appropriate government Agency.</p> <p>E. Highly experienced in conducting and organizing high impact trainings that are of value to Filipinos.</p> <p>F. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).</p> <p>G. Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;</p> <p>H. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account.</p> <p>I. Must submit a curriculum vitae/professional license and company profile</p> <p>J. With an office in Metro Manila.</p>																									
		<p><b>BUDGETARY REQUIREMENTS:</b></p> <table border="1" data-bbox="483 951 1235 1540"> <thead> <tr> <th colspan="2">Filipino Brand of Service Excellence Training</th> </tr> <tr> <th>PARTICULARS</th> <th>ITEM AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Speaker's Honorarium (Php1,200 x 8 hours)</td> <td>9,600</td> </tr> <tr> <td>Meals Speaker (Php 220 x 3 x 1 pax = Php660) DOT-NCR Team (Php 220 x 3 x 2 pax = Php 1,320)</td> <td>1,980</td> </tr> <tr> <td>Giveaways for Knowledge Check Winners and Focal Person (Php300 x 7 = Php2,100)</td> <td>2,100</td> </tr> <tr> <td>Communication Expense (Project Officer)</td> <td>300</td> </tr> <tr> <td>Transportation Expenses (DOT-NCR Team)</td> <td>1,000</td> </tr> <tr> <td>Printing / Collateral Expenses</td> <td>1,000</td> </tr> <tr> <td>Admin Fee (Manpower Assistance; Trainer's Assistant / Moderator's Fee; Supervising and Managing the event; Documentation and Reports; Courier or Transportation expenses)</td> <td>8,000</td> </tr> <tr> <td>Miscellaneous expenses (coordination meetings; office supplies; printing / collateral expenses)</td> <td>1,020</td> </tr> <tr> <td><b>COST PER RUN</b></td> <td><b>P25,000.00</b></td> </tr> <tr> <td><b>GRAND TOTAL (40 runs)</b></td> <td><b>P1,000,000.00</b></td> </tr> </tbody> </table> <p><i>* Venue and participants' meals to be shouldered by the tourism enterprise/LGU</i></p>	Filipino Brand of Service Excellence Training		PARTICULARS	ITEM AMOUNT	Speaker's Honorarium (Php1,200 x 8 hours)	9,600	Meals Speaker (Php 220 x 3 x 1 pax = Php660) DOT-NCR Team (Php 220 x 3 x 2 pax = Php 1,320)	1,980	Giveaways for Knowledge Check Winners and Focal Person (Php300 x 7 = Php2,100)	2,100	Communication Expense (Project Officer)	300	Transportation Expenses (DOT-NCR Team)	1,000	Printing / Collateral Expenses	1,000	Admin Fee (Manpower Assistance; Trainer's Assistant / Moderator's Fee; Supervising and Managing the event; Documentation and Reports; Courier or Transportation expenses)	8,000	Miscellaneous expenses (coordination meetings; office supplies; printing / collateral expenses)	1,020	<b>COST PER RUN</b>	<b>P25,000.00</b>	<b>GRAND TOTAL (40 runs)</b>	<b>P1,000,000.00</b>	
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		<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC) ONE MILLION ONLY (PHP 1,000,000.00)</b></p> <p><i>(inclusive of all applicable taxes, EVAT/ VAT/ government taxes/ service charge/ and other applicable taxes and charges)</i></p>																									
		<p><b>PAYMENT PROCEDURE:</b></p> <p>Upon completion of the project and delivery of all requirements as agreed upon, government procedure and subject to appropriate government taxes.</p>																									
		<p><b>LEGAL/TECHNICAL REQUIREMENTS TO BE SUBMITTED</b></p> <ol style="list-style-type: none"> <li>1. Current Mayor's/Business Permit</li> <li>2. PhilGEPS Platinum Registration</li> <li>3. Latest Income/Business Tax Return</li> <li>4. Original and Certified True Copy of Duly Notarized Omnibus Sworn Statement</li> <li>5. Company Profile and Curriculum Vitae</li> <li>6. Must submit a list of current and previously conducted trainings or similar projects with DOT</li> <li>7. Must submit a plan of approach/methodology with timeline for the execution of the overall scope of the project.</li> <li>8. Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;</li> </ol>																									

		<b>CONTACT PERSON:</b> Mr. Mark Ryan Isidro - <a href="mailto:mjisidro@tourism.gov.ph">mjisidro@tourism.gov.ph</a>	
		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 <b>SEALED ENVELOPE</b> 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 <b>September 4, 2023 @ 8:00 am</b>	

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