



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10115004  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** GROUND HANDLING SERVICES (TOUR OPERATOR AND/OR TRAVEL AGENCY) for CAPACITY BUILDING TRAINING FOR THE ADOPTION OF THE DOST's TOURISM LIVE INVENTORY OF STATISTICS AND ARRIVALS (TourLISTA) ON A NATIONAL  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	NCR-2023-09-056	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 350,922.00	<b>Date Published</b>	09/09/2023
<b>Delivery Period:</b>	5 Day/s	<b>Last Updated / Time</b>	08/09/2023 12:10 PM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	12/09/2023 08:00 AM
<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 dotncr.bac@tourism.gov.ph		

**Description**

IMPLEMENTATION DATE :  
September 18-22, 2023

BRIEF BACKGROUND:  
The Standard Local Tourism Statistics System (SLTSS) is a data gathering system that has been implemented by the Department of Tourism (DOT) since 2012. Developed by the DOT and Japan International Cooperation Agency (JICA) as well as pilot local government units from 2009 – 2012, the SLTSS created a uniform and reliable system that has been able to monitor travel and tourism in local destinations. On the other hand, TourLISTA, a web-based application developed by the DOT-MIMAROPA in collaboration with DOST-MIMAROPA to digitize the SLTSS that is implemented at the regional level. TourLISTA is a system that allows local government offices to encode relevant data that will expedite collection and report generation The Statistics, Economics, Analysis, and Information Management Division under the Office of the Tourism Development Planning, Research, and Information Management requested the assistance of the Department of Tourism – NCR in procuring and implementation of the said project.

OBJECTIVES :

1. To capacitate the Regional Statistics/Planning Officers in using the TourLISTA as the digitized consolidation system for DOT's regional statistics.
2. To ease the data collection and consolidation of reports from the tourist attractions, accommodation establishments through the Local Government Units, and to the Regional Offices.
3. To be able to a conduct a Consultation Meeting on the Implementation of the 2023 Accommodation Capacity Survey (ACS) and Orientation on the Use of E-STATS Application for ACS.
4. To orient the Regional Statistics/Planning Officers in Forecasting on Domestic Tourism.
5. The DOT-NCR Regional Office is in need of a Tour Operator or Travel and Tour Agency to provide Ground Handling Services for the participants of Capacity Building Training for the Adoption of the DOST's Tourism Live Inventory of Statistics and Arrivals (Tourlista) on a National Level on September 18-22, 2023 in Metro Manila

TECHNICAL SPECIFICATIONS/DELIVERABLES:  
A. Hop On Hop Off Tour Package for Hop On Hop Off

Date	Particulars	Total
September 21, 2023	Hop On Hop Off Tour Package Manila Heritage Tour Package Inclusions: <ul style="list-style-type: none"> <li>ü 1 HOHO Day Pass</li> <li>ü Pick-Up and Drop-Off at DOT-Makati</li> <li>ü Manila City Hall</li> <li>ü Luneta Photo Op</li> <li>ü Intramuros</li> <li>ü Fort Santiago</li> <li>ü Lunch at RAMADA Hotel</li> <li>ü Binondo Food Crawl ü Lucky China Town ü Escolta Running Tour</li> <li>ü Malacanang</li> <li>ü National Museum of Fine Arts and Anthropology</li> <li>ü Bottled Water and Light Snacks</li> <li>ü Assistance of a DOT Accredited Tour Guide</li> <li>ü Travel Insurance</li> <li>ü VAT Inclusive Php 3,499/pax x 78 Pax = Php 272,922.00</li> </ul>	
September 18, 2023	Provision of Delegate Kits (78 pcs) <ul style="list-style-type: none"> <li>ü Customized tote bag with zipper</li> <li>ü Notebooks</li> <li>ü Ballpen Printed Shirt (78 pcs)</li> <li>ü High Quality Polo Shirt with print</li> <li>ü Must provide various sizes Php 600/pax x 78 Pax = Php 46,800.00</li> <li>ü Php 400/pax x 78 pax = Php 31,200.00</li> </ul> <b>TOTAL PHP 350,922.00</b>	
<b>MINIMUM REQUIREMENTS OF TOUR OPERATOR:</b>		
<p>A. Must be accredited by the DOT and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;</p> <p>B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;</p> <p>C. Provision of first aid medical kit for the group (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>D. Willing to provide services on send-bill arrangement.</p> <p>E. Provision of dedicated project coordinator from the service provider</p> <p>F. Provision of on-board umbrellas for participants in case it rains</p>		
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>		
Three Hundred Fifty Thousand Nine Hundred Twenty-Two Pesos only (Php 350,922.00) (inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges)		
<b>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</b>		
<ul style="list-style-type: none"> <li>· Mayor's Business Permit</li> <li>· PHILGEPS Registration Number</li> <li>· Omnibus Sworn Statement</li> <li>· DOT Accreditation Certificate</li> <li>· Certificate of Partnership signed by the DOT NCR Regional Director granting the authority to offer tours as part of the Philippines Hop On Hop Off</li> </ul>		
<b>CONTACT PERSON:</b>		
<p>MS. COLLINS KARLA E TELMO  Viber #: 0955-903-0026  cetelmo@tourism.gov.ph</p>		
<b>Other Information</b>		
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		
<b>Note:</b>		
Deadline of submission is on September 12, 2023 @ 8:00 am		

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 08/09/2023

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