

DEPARTMENT OF TOURISM

National Capital Region
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 Email: dotncr.bac@tourism.gov.ph

Date: September 8, 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	GROUND HANDLING SERVICES (TOUR OPERATOR AND/OR TRAVEL AGENCY)	
		Project Name : CAPACITY BUILDING TRAINING FOR THE ADOPTION OF THE DOST's TOURISM LIVE INVENTORY OF STATISTICS AND ARRIVALS (TourLISTA) ON A NATIONAL LEVEL	
		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: ✓ 1 HOHO Day Pass ✓ Pick-Up and Drop-Off at DOT-Makati ✓ Manila City Hall ✓ Luneta Photo Op ✓ Intramuros ✓ Fort Santiago ✓ Lunch at RAMADA Hotel ✓ Binondo Food Crawl ✓ Lucky China Town ✓ Escolta Running Tour ✓ Malacanang ✓ National Museum of Fine Arts and Anthropology ✓ Bottled Water and Light Snacks ✓ Assistance of a DOT Accredited Tour Guide ✓ Travel Insurance ✓ VAT Inclusive	Php 3,499/pax x 78 Pax = Php 272,922.00
September 18, 2023	Provision of Delegate Kits (78 pcs) ✓ Customized tote bag with zipper ✓ Notebooks ✓ Ballpen Printed Shirt (78 pcs) ✓ High Quality Polo Shirt with print ✓ Must provide various sizes	Php 600/pax x 78 Pax = Php 46,800.00 Php 400/pax x 78 pax = Php 31,200.00
TOTAL		PHP 350,922.00

MINIMUM REQUIREMENTS OF TOUR OPERATOR:

- 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;
- B. Must allow flexible rebooking dates for accommodation with minimal fees, *if applicable*;
- 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.)
- D. Willing to provide services on send-bill arrangement.
- E. Provision of dedicated project coordinator from the service provider
- F. Provision of on-board umbrellas for participants in case it rains

APPROVED BUDGET FOR THE CONTRACT (ABC)

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)

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:

- Mayor's Business Permit
- PHILGEPS Registration Number
- Omnibus Sworn Statement
- DOT Accreditation Certificate
- 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

CONTACT PERSON:

MS. COLLINS KARLA E TELMO

Viber #: 0955-903-0026

cetelmo@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 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

Note: Deadline of submission is on **September 12, 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