



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10137640
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title GROUND HANDLING SERVICES (TOUR OPERATOR) FOR THE CONDUCT OF COMMUNITY GUIDING SEMINAR
Area of Delivery Metro Manila

Solicitation Number:	NCR-2023-09-058	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	16/09/2023
Approved Budget for the Contract:	PHP 352,324.00	Last Updated / Time	15/09/2023 15:12 PM
Delivery Period:	7 Day/s	Closing Date / Time	19/09/2023 08:00 AM
Client Agency:			
Contact Person:	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

I. BRIEF BACKGROUND:

Intramuros, also known as 'The Walled City', is a home to various restaurants, schools, parks, and churches dating back to the sixteenth century which played significant role in the history of the Philippines. Today, Intramuros is one of the most visited historical tourist destinations in Metro Manila and was named as "Asia's Leading Tourist Attraction" in 2022. Despite this, in a letter dated June 22, 2023, the Intramuros Administration requested the Department of Tourism - National Capital Region's assistance to conduct Community Guiding Seminar for Intramuros tour guides. They highlighted that they are experiencing shortage of professional tour guides brought about the massive influx of foreign and domestic tourists. Further, many tourists are left disappointed and some filed complaints due to bad experiences with their tour guides' lack of in-depth knowledge on the historical sites and poor communication skills.

II. OBJECTIVES:

- To equip the participants with the knowledge and ability to assist, facilitate, entertain, and guide the tourists and visitors who will visit Intramuros; and
- To improve livelihood opportunities and enhance resource capability Gender Development Objectives:
- Promote equal opportunities for men and women to receive training and be employed in the tourism industry; · Targeting some 45% women participants.

III. SCOPE OF WORK / DELIVERABLES

Date of Engagement: Implementation Date : September 21, 22, 25, 26, 27, 28 and 29, 2023 Area :
Venue within Intramuros, Manila

Components : Face-to-face Seminar T

ARGET PARTICIPANTS Thirty (30) Non-DOT-Accredited Tour Guides in Intramuros

METHODOLOGY To ensure the effectiveness of the assessment, the following methodology will be utilized: -
Lecture/Presentations - Group Exercises/Workshops - Community Immersions

A. TRANSPORTATION

- DOT Office and Points in Metro Manila to Airport and Vice Versa:
- 1 Van Hire - DOT Office to any point in Metro Manila and Vice versa
 - 1 unit of air-conditioned van
 - Provision of 1 cooler for bottled waters inside the van
 - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee

- Driver must be fully vaccinated - 9,200.00/day x 7 days = 64,400.00

DATE 21 - 29 September 2023 1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)

B. SPEAKER'S HONORARIUM - Facilitate payment for speakers based on their number of hours of service rendered.

Speaker's Honorarium (Php1,200/ hour) - Speakers - Php 1,200 x 48 hours - Rater - Php 1,200 x 24 hours 86,400

C. MEALS - Provide Packed-Lunch and PM Snack for the participants. o Must include refreshments such as bottled waters or juices. - Provide AM Snack, Lunch and PM Snack for the Facilitators and Speaker o Must include refreshments such as bottled waters or juices.

Meals - AM Snack, Lunch and PM Snack DOT-NCR Team, Facilitator and Speaker (Php 220 x 3 x 10 pax x 7 days = Php 46,220) - Lunch and PM Snack Participants (Php 220 x 2 x 35 pax x 7 days = Php 107,800) 154,020

D. GIVEAWAYS - Sourcing of seven (22) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval.

E. COMMUNICATION EXPENSE

F. PRINTING / COLLATERAL EXPENSES - Must provide 2 Roll-up Banners (80 inches x 30 inches) to be approved and designed by the Project Officer - Provision of (1) Printer and (4 ink) Compatible Ink o Printer: Epson Workforce WF-100 WiFi Inkjet Printer WF100 o Ink (4pcs): Epson wf-100 CL Ink

G. OFFICE SUPPLIES - Provision of the following: - Badge Clip - (Php 36.00 x 50pcs) = Php 1,800.00 - ID Case - (Php 15.00 x 50pcs) = Php 750.00 - A4 Size Bond Paper = Php 259 x 5 reams = Php 1,295.00 - Customized Ballpen = Php 13 x 100 pcs = Php 1,300 - Customized Notebook = Php 52 x 60 pcs = Php 3,120 BREAKDOWN

Community Guiding Seminar
 PARTICULARS ITEM AMOUNT Van Hire (Php 9,200 x 7 days) 64,400 Speaker's Honorarium (Php1,200/ hour) - Speakers - Php 1,200 x 48 hours - Rater - Php 1,200 x 24 hours 86,400 Meals - AM Snack, Lunch and PM Snack DOT-NCR Team, Facilitator and Speaker (Php 220 x 3 x 10 pax x 7 days = Php 46,220) - Lunch and PM Snack Participants (Php 220 x 2 x 35 pax x 7 days = Php 107,800) 154,020 Giveaways for: -Knowledge Check Winners For FBSE (Php600 x 7 = Php 4,200) - Focal Persons and Top Awardees of the Training (Php 600 x 15 = Php 9,000) 13,200 Communication Expense (Project Officer) 300 Printing / Collateral Expenses - Roll up Banner - (Php 2,000 x 2) = Php 4,000 - Portable Mini Printer -Php 18,999.00 - Ink CYMK (Php 685.00 x 4pcs) = Php 2,740 25,739 Office and Training Supplies - Badge Clip - (Php 36.00 x 50pcs) = Php 1,800.00 - ID Case - (Php 15.00 x 50pcs) = Php 750.00 - A4 Size Bond Paper = Php 259 x 5 reams = Php 1,295.00 - Customized Ballpen = Php 13 x 100 pcs = Php 1,300 - Customized Notebook = Php 52 x 60 pcs = Php 3,120 8,265 GRAND TOTAL ₱352,324.00

Documentary Requirements to be Submitted:

- Valid Mayor's Business Permit
- PHILGEPS Membership
- DOT Accreditation Certificate · Original Duly Notarized Omnibus Sworn Statement

Approved Budget for the Contract (ABC):
 Php 352,324.00 Pesos :
 Three Hundred Fifty Two Thousand Three Hundred Twenty Four Only
 * inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes

Contact Persons:
 Mr. Mark Ryan Isidro - mjisidro@tourism.gov.ph

Other Information
 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 19, 2023 at 8:00am

Created by Lawrence Jacosalem Alcantara

Date Created 15/09/2023

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