

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: September 15, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

| QTY | UNIT | ITEM/DESCRIPTION/SPECIFICATION | UNIT PRICE | | | | | | | | | | |
|--|---|--|------------|--|------------------------|---|--|--------|-----------------------------------|--|--------------------------------|--|--|
| | | GROUND HANDLING SERVICES (TOUR OPERATOR) | | | | | | | | | | | |
| 1 (One) | Lot | PROJECT NAME : CONDUCT OF COMMUNITY GUIDING SEMINAR | | | | | | | | | | | |
| | | <p>I. BRIEF BACKGROUND:</p> <p>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.</p> <p>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.</p> | | | | | | | | | | | |
| | | <p>II. OBJECTIVES:</p> <ul style="list-style-type: none"> • 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 <p><u>Gender Development Objectives:</u></p> <ul style="list-style-type: none"> ▪ 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 | | | | | | | | | | | |
| | | <p>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</p> <p>TARGET PARTICIPANTS Thirty (30) Non-DOT-Accredited Tour Guides in Intramuros</p> <p>METHODOLOGY</p> <p>To ensure the effectiveness of the assessment, the following methodology will be utilized:</p> <ul style="list-style-type: none"> - Lecture/Presentations - Group Exercises/Workshops - Community Immersions | | | | | | | | | | | |
| | | <p>A. TRANSPORTATION</p> <p>DOT Office and Points in Metro Manila to Airport and Vice Versa:</p> <ul style="list-style-type: none"> - 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 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DATE</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">21 - 29 September 2023</td> <td>1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)</td> </tr> </tbody> </table> <p>B. SPEAKER’S HONORARIUM</p> <ul style="list-style-type: none"> - Facilitate payment for speakers based on their number of hours of service rendered. <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">Speaker’s Honorarium (Php1,200/ hour)</td> <td style="text-align: right;">86,400</td> </tr> <tr> <td>- Speakers – Php 1,200 x 48 hours</td> <td></td> </tr> <tr> <td>- Rater – Php 1,200 x 24 hours</td> <td></td> </tr> </tbody> </table> | DATE | | 21 - 29 September 2023 | 1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila) | Speaker’s Honorarium (Php1,200/ hour) | 86,400 | - Speakers – Php 1,200 x 48 hours | | - Rater – Php 1,200 x 24 hours | | |
| DATE | | | | | | | | | | | | | |
| 21 - 29 September 2023 | 1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila) | | | | | | | | | | | | |
| Speaker’s Honorarium (Php1,200/ hour) | 86,400 | | | | | | | | | | | | |
| - Speakers – Php 1,200 x 48 hours | | | | | | | | | | | | | |
| - Rater – Php 1,200 x 24 hours | | | | | | | | | | | | | |

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

| | |
|------------------------------|---------------|
| Communication Expense | 300.00 |
|------------------------------|---------------|

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

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|--|--|--|--|
| | | Approved Budget for the Contract (ABC): Php 352,324.00 Pesos : Three Hundred Fifty Two Thousand Three Hundred Twenty Four Only <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i> net upon completion of the project and delivery of all requirements as agreed upon. <i>Government procedure and subject to appropriate government taxes</i> | |
| | | Contact Persons: Mr. Mark Ryan Isidro - mjisdro@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 19, 2023 at 8:00am | |

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