



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10137519
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title GROUND HANDLING SERVICES (TOUR OPERATOR) FOR THE CONDUCT OF INTEGRATED TOURIST-ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP) TRAININ
Area of Delivery Metro Manila

Solicitation Number:	NCR-2023-09-057	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 125,000.00	Document Request List	0
Delivery Period:	1 Day/s		
Client Agency:		Date Published	16/09/2023
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	Last Updated / Time	15/09/2023 14:49 PM
		Closing Date / Time	19/09/2023 08:00 AM

Description

IMPLEMENTATION DATE : September 22, 2023

I. BRIEF BACKGROUND:

Peace and order are the key to a successful tourism industry as the safety and security of visitors is a primary concern of tourists when traveling to a destination. As it is the policy of the government to ensure the safety and security of tourists in the country, the Tourism Act of 2009 stipulated that "the Philippine National Police (PNP) shall establish a Tourism Security Force to assist in maintaining peace and order within areas of high tourism traffic. In line with this, the Director of the National Capital Region Police Office – Southern Police District (NCRPO-SPD) expressed his intent to train more members of the police force within his area of jurisdiction on the Tourist-oriented Police for Community Order and Protection (TOPCOP). As such, with the directive of the Tourism Secretary Christina Garcia-Frasco, the Department of Tourism – National Capital Region (DOT-NCR), in collaboration with the Office of Industry Manpower Development (OIMD), will conduct the Integrated Tourist-oriented Police for Community Order and Protection (TOPCOP) Training.

II. OBJECTIVES :

- To provide basic tourism concepts and overview to PNP personnel who are designated as tourist police;
- To inculcate values in becoming effective tourism frontliners;
- To instill the role of tourist police among the participants

III. SCOPE OF WORK AND DELIVERABLES 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 5 hours 6,000

TRANSPORTATION DOT Office and Points in Metro Manila 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 - Date: September 22, 2023

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

GIVEAWAYS

- Sourcing of One Hundred (100) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval

BREAKDOWN:

INTEGRATED TOURIST-ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP) TRAINING
 Particulars Quantity Amount per Unit TOTAL
 Speaker's Honorarium 5 hours 1,200.00/hour 6,000.00
 Tokens for Participants
 Tokens for Police Officer participants 40 600.00 24,000.00
 Tokens for PNP Officials 20 1,500.00 30,000.00
 Token for Tourism Stakeholders (private) 25 1,500.00 37,500.00
 Token for the LGU/Tourism Officers participants 15 1,000.00 15,000.00
 Van Hire 12 Hour of Van Use 1 9,200.00 9,200.00
 Meals Meals for 5 pax (facilitators) for 1 day Php /pax 5 660.00 3,300.00
 GRAND TOTAL PHP 125,000.00

1V. MINIMUM REQUIREMENTS OF TOUR OPERATOR:

- A. Must be Accredited by the Philippine Government Electronic Procurement System (PhilGEPS)
- B. Must be A DOT Accredited Tour Operator, and
- C. Must be willing to provide services on send bill arrangement.

APPROVED BUDGET FOR THE CONTRACT (ABC)

ONE HUNDRED TWENTY FIVE THOUSAND ONLY (Php 125,000.00)

(inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges)

V. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:

- 1. Valid Mayor's Business Permit;
- 2. PhilGEPS Registration Number;
- 3. Original duly notarized Omnibus Sworn Statement;
- 4. DOT Accreditation Certificate;

CONTACT PERSON:

Mr. Mark Ryan Isidro mjisidro@tourism.gov.ph

Mobile: 09951088548

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 8:00 am

Created by Lawrence Jacosalem Alcantara

Date Created 15/09/2023

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