



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10151131
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title GROUND HANDLING SERVICES (TOUR OPERATOR AND/OR TRAVEL AND TOUR AGENCY) for RE-ACCREDITATION OF TOUR GUIDES 2023
Area of Delivery Metro Manila

Solicitation Number:	NCR-2023-09-060	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	21/09/2023
Approved Budget for the Contract:	PHP 317,232.26	Last Updated / Time	20/09/2023 15:53 PM
Delivery Period:	7 Day/s	Closing Date / Time	25/09/2023 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

IMPLEMENTATION DATE : September 28, 29 and October 02,03,04,05 and 06, 2023
 Target Participants: 25 Participants / day Set Up : Physical/Face-to-Face Seminar
 Duration : 7 Days, 8 Hours each (56 Hours)
 Area : DOT Central Office and Tourist Attractions within Metro Manila

I. BACKGROUND AND PROJECT DESCRIPTION:

As an incentive to DOT Accredited Tour Guides, the Department of Tourism provides continuous trainings about information on current trends, products, and services and specializations to further enhance their guiding capabilities and competence in terms of the products and services being offered in their region and in the country. Thus, this Tour Guide Refresher focuses on one of the fastest growing tourism products in the country which is Tour Guiding. This aims to train tour guides that will specialize in the National Capital Region.

II. OBJECTIVES :

- To update previously accredited Tour Guides on the New Standards, Techniques and updates on Tour Guiding;
- To promote Metro Manila and its Landmarks and employment boost in the recovery of tourism enterprises such as accommodation establishments, MICE venues, and reopening of the destinations, and travel confidence of domestic tourists and travelers.

III. METHODOLOGY To ensure the effectiveness of the assessment, the following methodology will be utilized: - Lecture/Presentations - Group Exercises/Workshops - Community Immersions (Mock Tour)

IV. SCOPE OF WORK AND DELIVERABLES

SPEAKER'S HONORARIUM

Facilitate payment for speakers based on their number of hours of service rendered.

TRANSPORTATION DOT Office and Points in Metro Manila and Vice Versa for the Mock Tour: - 1 BUS Hire - DOT Office to any point in Metro Manila and Vice versa (Itinerary of mock Tour to follow) - 1 Unit of Air Conditioned BUS - Provision of 2 coolers for bottled waters inside the van

Speaker's Honorarium (Php1,200.00/ hour) -Speakers - Php 1,200.00 x 140 hours 168,000.00

-Nice/tidy looking, in best running condition and clean bus with over-all comfortable, intact and working fixtures -With first-aid kit, and sanitation (alcohol) -Vaccinated, experienced driver in handling tours, in office uniform and must

wear company ID -Driver must be equipped with mobile phone and accessible through viber, and waze-equipped - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, and Driver's Fee - Driver must be fully vaccinated -Packed AM/PM Snack and Lunch at Local Restaurant for 30 pax for the Mock Tour -Tour Coordinator Services - Php 17,012/day + 3% Inflation rate- Php 17,522.36 - 17,522.36/day - Date: October 06, 2023 *subject to change same with the itinerary. MEALS. - Provide AM Snack, Lunch and PM Snack for the Participants, DOT NCR Facilitators and Speakers - Must include refreshments such as bottled waters or juices

BREAKDOWN:

RE-ACCREDITATION OF TOUR GUIDES 2023 Particulars Quantity Amount per Unit TOTAL Speaker's Honorarium 140 hours 1,200.00/hour 168,000.00 Bus Hire 12 Hour of Bus Use (Mock Tour) Php 17,012/day + 3% Inflation rate = Php 17,522.36 1 17,522.36 17,522.36 Meals Meals for Speakers and Participants (AM, PM Snacks and Lunch for 6 days in DOT 2nd floor Training Room/ Penthouse) Php 600.00 x 30pax x 6days 30 600.00 108,000.00 Meals for Mock Tour of Participants and Speakers (AM,PM Snacks, and Lunch for 1 Day Inclusive of Venue) (AM & PM Snacks- 1 day) Php 179.00/snacks x 2 snacks per day= Php 358.00 (Lunch 1 day) Php 378.33/lunch 30 358.00 10,740.00 30 378.33 11,349.90 Meals for DOT Secretariat (B/L/D) 2 660.00 1,320.00 Communication Expense 1 300.00 300.00 GRAND TOTAL PHP 317,232.26

MINIMUM REQUIREMENTS OF TOUR OPERATOR AND/OR TRAVEL AND TOUR AGENCY

- b. Must be DOT accredited tour operator and/or travel and tour agency in NCR;
- c. Must get DOT-accredited supplier for the bus;
- d. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS), and must follow procurement procedures;
- e. Must have valid Mayor's/Business Permit,
- f. Must submit quotation in net amount, inclusive of E-VAT/VAT/government taxes/service charge/ and other applicable taxes and charges;
- g. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;
- h. To submit company profile.
- i. Must have experience in tour ground handling for tourism-related special events/activities.
- i. Must have experience in tour ground handling for tourism-related special events/activities with the Department of Tourism, and other related-agencies

APPROVED BUDGET FOR THE CONTRACT (ABC)

THREE HUNDRED SEVENTEEN THOUSAND TWO HUNDRED THIRTY TWO AND 26/100 ONLY (PHP 317,232.26). (inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges)

j. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:

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

CONTACT PERSON/S:

Mr. Ivannovich Agote - itagote@tourism.gov.ph Mobile: 09088697204

Kim Menor- kdmenor@tourism.gov.ph Mobile: 09083254382

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 25, 2023 @ 8:00 am

Created by Lawrence Jacosalem Alcantara

Date Created 20/09/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.