

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 84595200 local 212
Email: dotncr.bac@tourism.gov.ph

Date: September 20, 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 AND TOUR AGENCY)			
		Project Name : RE-ACCREDITATION OF TOUR GUIDES 2023			
		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 : <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - 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.			
		<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Speaker's Honorarium (PhP1,200.00/hour) -Speakers – Php 1,200.00 x 140 hours</td> <td style="width: 30%; text-align: right;">168,000.00</td> </tr> </table>	Speaker's Honorarium (PhP1,200.00/hour) -Speakers – Php 1,200.00 x 140 hours	168,000.00	
Speaker's Honorarium (PhP1,200.00/hour) -Speakers – Php 1,200.00 x 140 hours	168,000.00				
		TRANSPORTATION DOT Office and Points in Metro Manila and Vice Versa for the Mock Tour: - 1 <i>BUS Hire - DOT Office to any point in Metro Manila and Vice versa (Itinerary of mock Tour to follow)</i> - 1 Unit of Air Conditioned BUS			

- Provision of 2 coolers for bottled waters inside the van
- 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)	30	358.00	10,740.00
(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	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

- a. **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;

		<p>g. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;</p> <p>h. To submit company profile.</p> <p>i. Must have experience in tour ground handling for tourism-related special events/activities.</p> <p>j. Must have experience in tour ground handling for tourism-related special events/activities with the Department of Tourism, and other related-agencies</p>	
		<p align="center">APPROVED BUDGET FOR THE CONTRACT (ABC) THREE HUNDRED SEVENTEEN THOUSAND TWO HUNDRED THIRYT TWO AND 26/100 ONLY (PHP 317,232.26). <i>(inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges)</i></p>	
		<p align="center">DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <p>1. Valid Mayor's Business Permit; 2. PhilGEPS Registration Number; 3. Duly notarized Omnibus Sworn Statement; 4. DOT Accreditation Certificate; 5. Company profile.</p>	
		<p>CONTACT PERSON/S:</p> <p>Mr. Ivannovich Agote - itagote@tourism.gov.ph Mobile: 09088697204</p> <p>Kim Menor- kdlmenor@tourism.gov.ph Mobile: 09083254382</p>	
		<p>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) original sets</u> 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</p>	
		<p>Note: Deadline of submission is on September 25, 2023 @ 8:00 am</p>	

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