



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10179488  
**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) TRAINING  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-09-062	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 143,800.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	2 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	30/09/2023
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	29/09/2023 16:07 PM
		<b>Closing Date / Time</b>	03/10/2023 08:00 AM

#### Description

GROUND HANDLING SERVICES  
(TOUR OPERATOR)

Project Name :  
CONDUCT OF INTEGRATED TOURIST-ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP) TRAINING

IMPLEMENTATION DATE :  
October 5 & 6, 2023

#### I. BRIEF BACKGROUND AND PROJECT DESCRIPTION:

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).

## 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 (12 hours use for 2 days)
- Date: October 05 and 06, 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 Ten (110) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval.

### COMMUNICATION EXPENSE

- Php 300.00 for communication expense of the Project Officer

## IV. MINIMUM REQUIREMENTS OF TOUR OPERATOR:

- A. Must be Accredited by the Philippine Government Electronic Procurement System (PhilGEPS)
- B. Must have an office in Metro Manila;
- C. Must be A DOT Accredited Tour Operator, and
- D. Must be willing to provide services on send bill arrangement.

## APPROVED BUDGET FOR THE CONTRACT (ABC)

ONE HUNDRED FORTY THREE THOUSAND EIGHT HUNDRED

(Php 143,800.00)

(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 October 3, 2023 at 8:00 am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 29/09/2023

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