

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

Date: September 29, 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	<b>GROUND HANDLING SERVICES (TOUR OPERATOR)</b>					
		<b>Project Name :</b>					
		<b>CONDUCT OF INTEGRATED TOURIST-ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP) TRAINING</b>					
		<b>IMPLEMENTATION DATE :</b> October 5 & 6, 2023					
		<p><b>I. BRIEF BACKGROUND AND PROJECT DESCRIPTION:</b></p> <p>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.</p> <p>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.</p> <p>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).</p>					
		<p><b>II. OBJECTIVES :</b></p> <ul style="list-style-type: none"> <li>• To provide basic tourism concepts and overview to PNP personnel who are designated as tourist police;</li> <li>• To inculcate values in becoming effective tourism frontliners;</li> <li>• To instill the role of tourist police among the participants</li> </ul>					
		<p><b>III. SCOPE OF WORK AND DELIVERABLES</b></p> <p><b>SPEAKER’S HONORARIUM</b></p> <ul style="list-style-type: none"> <li>- Facilitate payment for speakers based on their number of hours of service rendered.</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;"><b>Speaker’s Honorarium</b> (PhP1,200/ hour)</td> <td style="text-align: center; padding: 2px;">6,000</td> </tr> <tr> <td style="padding: 2px;">- Speakers – Php 1,200 x 5 hours</td> <td></td> </tr> </table> <p><b>TRANSPORTATION</b></p> <p>DOT Office and Points in Metro Manila and Vice Versa:</p> <ul style="list-style-type: none"> <li>- 1 Van Hire - DOT Office to any point in Metro Manila and Vice versa</li> <li>- 1 unit of air-conditioned van</li> <li>- Provision of 1 cooler for bottled waters inside the van</li> <li>- Inclusive of: Driver, Driver’s Meals, Fuel, Parking, Toll Fees, Driver’s Fee</li> <li>- Driver must be fully vaccinated</li> <li>- 9,200.00/day (12 hours use for 2 days)</li> <li>- Date: October 05 and 06, 2023</li> </ul> <p><b>MEALS.</b></p> <ul style="list-style-type: none"> <li>- Provide AM Snack, Lunch and PM Snack for the Facilitators and Speaker</li> <li>o Must include refreshments such as bottled waters or juices.</li> </ul>	<b>Speaker’s Honorarium</b> (PhP1,200/ hour)	6,000	- Speakers – Php 1,200 x 5 hours		
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**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

**BREAKDOWN:**

<b>INTEGRATED TOURIST-ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP) TRAINING</b>			
<b>Particulars</b>	<b>Quantity</b>	<b>Amount per Unit</b>	<b>TOTAL</b>
<b>Speaker's Honorarium</b>	5 hours	1,200.00/hour	<b>6,000.00</b>
<b>Tokens for Participants</b>			
Tokens for Police Officer participants	50	600.00	<b>30,000.00</b>
Tokens for PNP Officials	20	1,500.00	<b>30,000.00</b>
Token for Tourism Stakeholders (private)	25	1,500.00	<b>37,500.00</b>
Token for the LGU/Tourism Officers participants	15	1,000.00	<b>15,000.00</b>
<b>Van Hire</b>			
12 Hour of Van Use	2 days	18,400.00	<b>18,400.00</b>
<b>Meals</b>			
Meals for 5 pax (facilitators) for 2 day Php 220/pax	5 pax x 2 days	660.00	<b>6,600.00</b>
<b>Communication Expense</b>	1	300.00	<b>300.00</b>
<b>GRAND TOTAL</b>			<b>PHP 143,800.00</b>

**1V. MINIMUM REQUIREMENTS OF TOUR OPERATOR:**

- Must be Accredited by the Philippine Government Electronic Procurement System (PhilGEPS)
- Must have an office in Metro Manila;
- Must be A DOT Accredited Tour Operator, and
- 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:**

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

**CONTACT PERSON:**

Mr. Mark Ryan Isidro  
[mjsidro@tourism.gov.ph](mailto:mjsidro@tourism.gov.ph)  
Mobile: 09951088548

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**

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.

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**PRINT NAME OF DEALER/SUPPLIER**

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**ADDRESS OF DEALER/SUPPLIER**

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**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

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**LANDBANK ACCOUNT NUMBER**

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**AUTHORIZED SIGNATURE OVER PRINT NAME**

NCR-ADMIN-PMD-004-00