



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10317993  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** GROUND HANDLING SERVICES (TOUR OPERATOR) FOR THE CONDUCT OF LEARNING NEEDS ASSESSMENT  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> NCR-2023-11-066	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Travel, Food, Lodging and Entertainment Services	<b>Date Published</b>	15/11/2023
<b>Approved Budget for the Contract:</b> PHP 98,434.00	<b>Last Updated / Time</b>	14/11/2023 15:07 PM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	20/11/2023 08:00 AM
<b>Client Agency:</b>		
<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		

**Description**

**I. BRIEF BACKGROUND:**

One of the mandates of the Department of Tourism is to provide continuous education, and capacity building training programs to upgrade, retool and standardize the skills of Filipino tourism workers in the Philippines. To fulfill this mandate, the Department of Tourism – National Capital Region (DOT-NCR), through its Industry Manpower Development Unit (IMDU) will be conducting the Learning Needs Assessment together with the Office of Industry Manpower Development (OIMD) on November 21, 2023. The Learning Needs Assessment (LNA) is an activity to analyze the training needs and identify the skills gap of the tourism stakeholders in the region. Through LNA, DOTNCR can optimize the use of training resources and ensure that the training provided is relevant and attuned to the growing demands and needs of the tourism workforce.

**II. OBJECTIVES:**

- To prepare a 2-year Training Calendar for FY 2024 and 2025 for the National Capital Region based on the documented results of the Learning Needs Assessment (LNA).
- To determine new or emerging competencies and reskilling imperatives in a changed world.
- To identify key technical and functional capacity gaps and priority training needs of stakeholders in the tourism value chain in the region.
- To determine the skills, behavior, or attitude needed among the stakeholders in the tourism sector.

**III. SCOPE OF WORK / DELIVERABLES**

Date of Engagement:  
 Implementation Date : November 20 & 21, 2023  
 Duration : 2 days (16 Hours)  
 Area : within Metro Manila  
 Components : Face-to-face Workshop  
 Target Participants : 10 Facilitators and 40 Participants

**A. TRANSPORTATION**

- 16 hours use of van (succeeding hour will be charged 500/hr).

- Driver must be fully vaccinated.
- Pick up and drop off of DOT-NCR organizers/officials from the Place of Residence (within Metro Manila) to VENUE within Metro Manila (to be advised) and Back.
- Date of pick up and drop off: November 20 and 21, 2023.
- Time of Pick up and drop off of DOT organizers: (to be advised).
- Cost must include toll fees, parking fees (if any), driver meals and gasoline/diesel for the vehicle

**B. PROVISION OF TOKENS**

- Sourcing of fifty (50) non-food tokens and giveaways for participants and facilitators.
- Must present a variety of choices and packaging subject to DOT-NCR Project Officer's approval.

**C. OFFICE SUPPLIES**

Provision of the following:

- A4 Size Bond Paper (5 pcs x 259) = Php 1295
  - Manila Paper (5 pcs x 5) = Php 25
  - Permanent Marker (5 pcs x 33) = Php 165
  - Masking Tape (3 pcs x 50) = Php 150
  - Double Sided Tape (5 pcs x 51) = Php 255
  - Packing Tape (5 pcs x 62) = Php 310
  - Scissors (1 pc x 158) = Php 158
  - Staple Wire (3 x 42) = Php 126
  - ID Case (50 pcs x 15) = Php 750
  - Badge Clip (50 pcs x 36) = Php 1,800
- Total = ₱ 5,034.00

**BREAKDOWN****ITEM DESCRIPTION AMOUNT**

- Van Hire (Php 9,200 x 2 days) ₱ 18,400.00
  - Tokens (50pcs x Php 1,500) ₱ 75,000.00
  - Office Supplies
    - A4 Size Bond Paper (5 pcs x 259) = Php 1295
    - Manila Paper (5 pcs x 5) = Php 25
    - Permanent Marker (5 pcs x 33) = Php 165
    - Masking Tape (3 pcs x 50) = Php 150
    - Double Sided Tape (5 pcs x 51) = Php 255
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- ₱ 5,034.00

**GRAND TOTAL (inclusive of Tax) ₱ 98,434.00**

Documentary Requirements to be Submitted:

- Valid Mayor's Business Permit
- PHILGEPS Membership
- DOT Accreditation Certificate
- Original Duly Notarized Omnibus Sworn Statement

Approved Budget for the Contract (ABC):

Php 98,434.00

Pesos : Ninety Eight Thousand Four Hundred Thirty Four Only

\* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes

Contact Persons:

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

Ms. Bea Anna Katrina L. Queñano - blquenano@tourism.gov.ph

**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 November 20, 2023 at 8:00am

**Created by** Lawrence Jacosalem Alcantara**Date Created** 14/11/2023

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