

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: November 14, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		GROUND HANDLING SERVICES (TOUR OPERATOR)	
1 (One)	Lot	PROJECT NAME : CONDUCT OF LEARNING NEEDS ASSESSMENT	
		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, DOT-NCR 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: <ul style="list-style-type: none">• 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	
		<ul style="list-style-type: none">• 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	
		<ul style="list-style-type: none">• 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	

		<p>Provision of the following:</p> <ul style="list-style-type: none">- 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 <p>Total = ₱ 5,034.00</p> <p>BREAKDOWN</p> <table><tr><th>ITEM DESCRIPTION</th><th>AMOUNT</th></tr><tr><td>Van Hire (Php 9,200 x 2 days)</td><td>₱ 18,400.00</td></tr><tr><td>Tokens (50pcs x Php 1,500)</td><td>₱ 75,000.00</td></tr><tr><td>Office Supplies<ul style="list-style-type: none">- 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</td><td>₱ 5,034.00</td></tr><tr><td>GRAND TOTAL (inclusive of Tax)</td><td>₱ 98,434.00</td></tr></table>	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 <ul style="list-style-type: none">- 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	₱ 5,034.00	GRAND TOTAL (inclusive of Tax)	₱ 98,434.00	
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		<p>Documentary Requirements to be Submitted:</p>											
		<ul style="list-style-type: none">• Valid Mayor’s Business Permit• PHILGEPS Membership• DOT Accreditation Certificate• Original Duly Notarized Omnibus Sworn Statement											
		<p>Approved Budget for the Contract (ABC):</p> <p>Php 98,434.00</p> <p>Pesos : Ninety Eight Thousand Four Hundred Thirty Four Only</p> <p><i>* 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</i></p>											
		<p>Contact Persons:</p> <p>Mr. Mark Ryan Isidro - mjisidro@tourism.gov.ph</p> <p>Ms. Bea Anna Katrina L. Queñano - blquenano@tourism.gov.ph</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 three (3) original sets IN A SEALED ENVELOPE to this office address:</p> <p>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 November 20, 2023 at 8:00am</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