

Date: March 25, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

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

| QTY | UNIT | ITEM/DESCRIPTION/SPECIFICATION | UNIT PRICE | | | | |
|---|---|---|------------|--|---|---|--|
| | | GROUND HANDLING SERVICES (TOUR OPERATOR) | | | | | |
| 1 (One) | Lot | PROJECT NAME: CONDUCT OF COMMUNITY GUIDING SEMINAR (CAVE GUIDES TRAINING) | | | | | |
| | | <p>I. BRIEF BACKGROUND:</p> <p>Apugan Cave is a small cave system located at the La Mesa Watershed Reservation in Quezon City discovered in 2016. The name Apugan came from the Tagalog word “Apog” which means limestones as it was said that there were limestone outcroppings along its trail.</p> <p>It is the only known cave in Metro Manila and is classified as a Class II cave. Class II caves are those that have areas or sections with hazardous conditions and contain sensitive geological, archeological, cultural, historical, and biological values or a high-quality ecosystem.</p> <p>During the exploration last September 30, 2016, experts said that this involves a 1.2-kilometer trek on a bike rail and has an estimated total length of 100 meters. Initial biodiversity assessment in the cave revealed that it hosts a number of wild animals, namely tailless whip spiders, tarantulas, huntsman spiders and bats.</p> <p>Currently, the Apugan Cave is open to the public but would require additional clearance and permits to visit the cave as this type of attraction is very delicate and fragile. If not properly sustained and managed, it may create disruption to the biodiversity in the area.</p> | | | | | |
| | | <p>II. OBJECTIVES:</p> <ul style="list-style-type: none"> • To equip the participants with the knowledge and ability to assist, facilitate, entertain, and guide the tourists and visitors who will visit Intramuros; and • To improve livelihood opportunities and enhance resource capability <p>Gender Development Objectives:</p> <ul style="list-style-type: none"> ▪ Promote equal opportunities for men and women to receive training and be employed in the tourism industry; ▪ Targeting some 45% women participants. | | | | | |
| | | <p>III. TARGET PARTICIPANTS</p> <p>Target Participants : Thirty (30) Non-DOT-Accredited Tour Guides Ten (10) Facilitators from DOT-NCR, DENR-NCR and Speakers</p> <p>Organizer : Department of Tourism - National Capital Region</p> <p>Implementation Date : April 15-19 and 22-23, 2024 <i>(*subject to change due to the availability of speakers, and venue to be agreed by the DOT-NCR and the supplier in coordination with the concerned LGU/stakeholders).</i></p> <p>Duration : 7 days (56 hrs.)</p> <p>Area : Venue within Quezon City</p> <p>Components : Face-to-face Training</p> | | | | | |
| | | <p>IV. METHODOLOGY</p> <p>To ensure the effectiveness of the assessment, the following methodology will be utilized:</p> <ul style="list-style-type: none"> - Lecture/Presentations - Group Exercises/Workshops - Community Immersions | | | | | |
| | | <p>V. SCOPE OF WORK / DELIVERABLES</p> <p>TRANSPORTATION</p> <p>DOT Office and Points in Metro Manila and Vice Versa:</p> <ul style="list-style-type: none"> - 1 Van Hire - DOT Office to any point in Metro Manila and Vice versa - 1 unit of air-conditioned van - Inclusive of: Driver, Driver’s Meals, Fuel, Parking, Toll Fees, Driver’s Fee - Driver must be fully vaccinated - 9,200.00/day x 7 days = 64,400.00 <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">DATE</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">15,16,17,18,19,22, and 23 April 2024</td> <td>1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)</td> </tr> </tbody> </table> | DATE | | 15,16,17,18,19,22, and 23 April 2024 | 1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila) | |
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| 15,16,17,18,19,22, and 23 April 2024 | 1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila) | | | | | | |

SPEAKER'S HONORARIUM

-Facilitate payment for speakers based on their number of hours of service rendered.

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|--|--------|
| Speaker's Honorarium (Php1,200/ hour) | 64,800 |
| - Speakers – Php 1,200 x 48 hours | |
| - Rater – Php 1,200 x 8 hours | |

MEALS

- Provide Packed-Lunch and PM Snack for the participants.
 - o Must include refreshments such as bottled waters or juices.
- Provide AM Snack, Lunch and PM Snack for the Facilitators and Speaker
 - o Must include refreshments such as bottled waters or juices.

| | |
|--|---------|
| Meals | 184,800 |
| - AM Snack, Lunch and PM Snack (DOT-NCR Team, Facilitator and Speaker) Php 220 x 3 x 10 pax x 7 days = Php 46,200 | |
| - AM Snack, Lunch and PM Snack (Participants) (Php 220 x 3 x 30 pax x 7 days = Php 138,600) | |

GIVEAWAYS

- Sourcing of seven (22) 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

For the project officer to be used for communication and WIFI

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|------------------------------|---------------|
| Communication Expense | 300.00 |
|------------------------------|---------------|

PRINTING / COLLATERAL EXPENSES

- Must provide 2 Roll-up Banners (80 inches x 30 inches) to be approved and designed by the Project Officer
- Provision of (4) four laser cartridge
 - o Laser Cartridge: Cartridge 325 for Canon Imageclass LBP6030

OFFICE SUPPLIES

- Provision of the following
 - o Badge Clip – Php 36.00 x 50pcs = Php 1,800.00
 - o ID Case – Php 15.00 x 50pcs = Php 750.00
 - o A4 Size Bond Paper = Php 259 x 10 reams = Php 2,590.00
 - o Board Paper = (Php 27 x 6 pcs) = Php 162
 - o Folders = (Php 26 x 44pcs) = Php 1,144
 - o Stamp pads = (Php 42 x 3) = Php 126
 - o Permanent Markers (R, B, BLK) = (Php 159 x 1) = Php 159
 - o Whiteboard Markers (R, B, BLK) = (Php 169 x 1) = Php 169

BREAKDOWN

| Community Guiding Seminar (Cave Guides Training) | |
|---|--------------------|
| PARTICULARS | ITEM AMOUNT |
| Van Hire (Php 9,200 x 7 days) | 64,400 |
| Speaker's Honorarium (Php1,200/ hour) | 64,800 |
| - Speakers – Php 1,200 x 46 hours | |
| - Rater – Php 1,200 x 8 hours | |
| Meals | 184,800 |
| - AM Snack, Lunch and PM Snack DOT-NCR Team, Facilitator and Speaker (Php 220 x 3 x 10 pax x 7 days = Php 46,200) | |
| - AM Snack, Lunch and PM Snack Participants (Php 220 x 3 x 30 pax x 7 days = Php 138,600) | |
| Giveaways | 13,200 |
| -Knowledge Check Winners For FBSE (Php600 x 7 = Php 4,200) | |
| - Focal Persons and Top Awardees of the Training (Php 600 x 15 = Php 9,000) | |
| Communication Expense (Project Officer) | 300 |
| Printing / Collateral Expenses | 21,600 |
| - Roll up Banner – (Php 2,000 x 2) = Php 4,000 | |
| - Laser Cartridge (Php 4,400.00 x 4 pcs) = Php 17,600 | |
| Office and Training Supplies | 6,900 |
| - Badge Clip – (Php 36.00 x 50pcs) = Php 1,800.00 | |

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|--|--|--------------------|--|
| | <ul style="list-style-type: none"> - ID Case - (Php 15.00 x 50pcs) = Php 750.00 - A4 Size Bond Paper = Php 259 x 10 reams = Php 2,590.00 - Board Paper = (Php 27 x 6 pcs) = Php 162 - Folders = (Php 26 x 44pcs) = Php 1,144 - Stamp pads = (Php 42 x 3) = Php 126 - Permanent Markers (R, B, BLK) = (Php 159 x 1) = Php 159 - Whiteboard Markers (R, B, BLK) = (Php 169 x 1) = Php 169 | | |
| | GRAND TOTAL | ₱356,000.00 | |
| | VI. REQUIREMENTS FOR SUPPLIERS | | |
| | <ul style="list-style-type: none"> a. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account. b. With an office in Metro Manila. | | |
| | VII. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS | | |
| | <ul style="list-style-type: none"> 1. Valid Mayor's/Business Permit; 2. PhilGEPS Registration Number; 3. DOT-Accredited Tour Operator | | |
| | APPROVED BUDGET FOR THE CONTRACT (ABC) Php 356,000.00 Pesos: Three Hundred Fifty-Six Thousand Only <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i> net upon completion of the project and delivery of all requirements as agreed upon. <i>Government procedure and subject to appropriate government taxes</i> | | |
| | Contact Persons: Mr. Mark Ryan Isidro - mjisdrido@tourism.gov.ph 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 7840 Makati Avenue, Poblacion, Makati City | | |
| | Note: Deadline of submission is on April 01, 2024 at 8:00am | | |

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