



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10902612
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title GROUND HANDLING SERVICES for the DOT ADVOCACY TRAINING PROGRAMS
Area of Delivery Metro Manila

Solicitation Number:	NCR-2024-05-028	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services	Document Request List	0
Approved Budget for the Contract:	PHP 52,000.00		
Delivery Period:	2 Day/s		
Client Agency:		Date Published	30/05/2024
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 7840 Makati Avenue, Brgy. Poblacion Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph	Last Updated / Time	29/05/2024 11:48 AM
		Closing Date / Time	03/06/2024 08:00 AM

Description

I. BRIEF BACKGROUND:

The Barrier-Free Tourism Seminar, which started in 2010, aims to intensify and promote public awareness on the statutes and mandates that require respect for the inherent dignity, prescribe non-discrimination, inclusion in society, equality for opportunity, and all other rights of persons with disabilities (PWDs) in society. This further aims to assist tourists who are elderly and pregnant women. Lastly, this program recognizes the importance of accessibility of PWDs' special needs to the physical, social, economic and cultural environment to fully enjoy their human rights and fundamental freedoms as prescribed under the UN Convention on the Rights of the PWDs.

II. OBJECTIVES:

A. Barrier-Free Tourism Seminar with FBSE

- Orient tourism frontliners on how to assist PWDs, pregnant women, the elderly and those travelling with children in an easy to follow, practical and appropriate ways
- Enhance the mobility of PWDs to make their travel smooth, safe, and trouble-free
- Professionalize overall frontline services to tourists

B. Filipino Brand of Service Excellence

- To continuously improve the quality of service provided by the frontline officers and raise customer satisfaction;
- To equip the participants with effective techniques to handle customer concerns through a tourists' friendly approach;
- To describe the communication process, barriers to communication and listening skills as effective communication tools among the participants in order to produce more empathetic and efficient frontline officers;
- To help the participants understand/apply the Filipino Brand of Service Excellence;

Gender Development Objectives:

- Promote equal opportunities for men and women to receive training and be employed in the tourism industry;
- Targeting some 45% women participants.

III. TARGET PARTICIPANTS

Forty (40) Tourism Gateway Personnel from Ninoy Aquino International Airport Terminal 1-4 (airports) and Manila North and South Harbor (seaports) Five (5) facilitators from DOT-NCR and Resource Speakers.

IV. SCOPE OF WORK / DELIVERABLES

Date of Engagement:

Implementation Date : June 20 and 21, 2024

Venue : Metro Manila
 Components : Face-to-face Workshop

1. TRANSPORTATION
 - 10 hours use of van
 - 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: June 20 and 21, 2024.
 - 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.
2. SPEAKER'S HONORARIA
 - Shall provide the Honoraria of the Speaker (Php 1,200 x 8hrs x 2 days = Php 19,200) *inclusive of tax
3. TOKENS/GIVEAWAYS
 - Sourcing of ten (10) non-food tokens/ giveaways/ prizes for the participants and speakers
4. COMMUNICATION EXPENSE
 - For the project officer
5. OFFICE SUPPLIES
 - Provision of office supplies stated in the table below.
6. PRINTING/COLLATERAL EXPENSE
 - Provision of two (2) roll-up banners subject for the approval of the project officer

BREAKDOWN

DOT ADVOCACY TRAINING PROGRAMS
 PARTICULARS ITEM AMOUNT
 Van Hire (Php 9,200 x 2 days) 18,400
 Speaker's Honorarium (Php1,200 x 8 hours x 2 days) 19,200
 Giveaways for Knowledge Check Winners and Resource Speaker (Php 400 x 10pcs x 2 days = Php 8,000) 8,000
 Communication Expense (Project Officer) 300
 Office Supplies
 - Badge Clip - (Php 36.00 x 45pcs) = Php 1,440.00
 - ID Case - (Php 15.00 x 44pcs) = Php 660.00 2,100
 Printing / Collateral Expenses
 A. Barrier-Free Tourism - (Php 2,000 x 1 roll up banners)
 B. TourISM Worcs - (Php 2,000 x 1 roll up banners) 4,000
GRAND TOTAL 52,000.00

MINIMUM REQUIREMENTS:

1. Send Bill Arrangement

Documentary Requirements to be Submitted:

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

Approved Budget for the Contract (ABC):
 Php 52,000.00
 Pesos : Fifty Two Thousand 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

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 June 03, 2024 at 8:00am

Created by Lawrence Jacosalem Alcantara

Date Created 29/05/2024

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