



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11148419
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title GROUND HANDLING SERVICES for the conduct of DOT ADVOCACY TRAINING PROGRAMS
Area of Delivery Metro Manila

Solicitation Number:	NCR-2024-08-037	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	14/08/2024
Approved Budget for the Contract:	PHP 488,059.00	Last Updated / Time	13/08/2024 13:56 PM
Delivery Period:	20 Day/s	Closing Date / Time	19/08/2024 08:00 AM
Client Agency:			
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		

Description

I. BRIEF BACKGROUND:

The Community Guiding Seminar is a program that seeks to involve the local community/personnel of a certain attraction in the efforts of promoting and developing community-based tourism to create opportunities and to standardize the quality of service for the tourists. With this program, participants will be given a series of topics which include Basic Tour Guiding Techniques, Tour Script Preparation, and knowledge on the Tourist Destinations and Attractions necessary in providing excellent tour guiding experience for the tourists.

The National Parks Development Committee (NPDC), Intramuros Administration (IA) and the City Government of Pasig requested for such training as they see the need for proficient storytellers that can provide accurate information partnered with the right skills and competencies of being a DOT-Accredited Community Guide.

II. OBJECTIVES:

- 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

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

Thirty (30) Participants

Five (5) Facilitators from DOT-NCR and Speakers

IV. SCOPE OF WORK / DELIVERABLES

Date of Engagement:

Venue : Metro Manila

Implementation Date :

Batch 1: National Parks Development Committee

August 22, 23, 27, 28, 29, and 30, 2024

Batch 2: City Government of Pasig

September 9, 10, 11, 12, 13, 16 and 17, 2024

Batch 3: Intramuros Administration

September 26, 27, 30 and October 01, 02, 03, 04, 2024

1. TRANSPORTATION

DOT Office and Points in Metro Manila and Vice Versa:

- 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

DATE

August 22, 23, 27, 28, 29, and 30, 2024

1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)

9,200.00/day x 6 days = 55,200.00

September 9, 10, 11, 12, 13, 16 and 17, 2024 1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)

9,200.00/day x 7 days = 64,400.00

September 26, and October 01, 04, 2024 1 Service Vehicle for DOT-NCR Staff (Includes service from Pick up in points in Metro Manila)

Php 9,200 x 3 days = 27, 600

*Ingress, Mock Tour, Egress

2. SPEAKER'S HONORARIUM

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

Speaker's Honorarium (Php1,200/ hour)

- Speakers – Php 1,200 x 136 hours
- Rater – Php 1,200 x 24 hours 192,000.00

3. MEALS

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

Meals 95,040.00

Batch 1

- AM Snack, and Lunch

DOT-NCR Team, Facilitator and Speaker

(Php 220 x 2 x 5 pax x 6 days)

- AM Snack, and Lunch

Participants

(Php 220 x 2 x 30 pax x 6 days) 92,400.00

Batch 3

PM Snack for Speakers and Facilitators (Php 220 x 4 pax x 3 days)

*AM, PM Snacks and Lunch for Participants and Speakers c/o IA 2,640.00

4. GIVEAWAYS

- Sourcing of ninety (90) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval.

5. PRINTING / COLLATERAL EXPENSES

- Provision of (4) four laser cartridge
 - o Laser Cartridge for HP ColorLaserJet MFP M278-M281
 - HP 206A Black W2110A
 - HP 206A Cyan W2111A
 - HP 206A Yellow W2112A
 - HP 206A Magenta W2113A

6. OFFICE SUPPLIES

- Provision of the following:
 - o Badge Clip – Php 36.00 x 90pcs = Php 3,240.00
 - o ID Case – Php 15.00 x 90pcs = Php 1,350.00
 - o Board Paper = (Php 27 x 27 pcs) = Php 729.00

BREAKDOWN

Community Guiding Seminar

Batch 1: National Parks Development Committee

PARTICULARS ITEM AMOUNT

Van Hire (Php 9,200 x 6 days) 55,200.00

Speaker's Honorarium (PhP1,200/ hour)

Speakers – Php 1,200 x 40 hours

Rater – Php 1,200 x 8 hours 57,600.00

Meals

- AM Snack, and Lunch

DOT-NCR Team, Facilitator and Speaker

(Php 220 x 2 x 5 pax x 6 days)

- AM Snack, and Lunch

Participants

(Php 220 x 2 x 30 pax x 6 days) 92,400.00

Giveaways

-Knowledge Check Winners/Prizes

(Php 330 x 15 = Php 4,950)

- Focal Persons and Top Awardees of the Training

(Php 330 x 15 = Php 4,950) 9,900.00

Printing / Collateral Expenses

- Laser Toner - Php 18,800.00

HP 206A Black W2110A

HP 206A Cyan W2111A

HP 206A Yellow W2112A

HP 206A Magenta W2113A 18,800.00

Office and Training Supplies

- Badge Clip – (Php 36.00 x 30pcs) = Php 1,080.00

- ID Case – (Php 15.00 x 30pcs) = Php 450.00

- Board Paper – (Php 27.00 x 10 pcs) = Php 270.00 1,800.00

Subtotal A ₱ 235,700.00

Community Guiding Seminar

Batch 2: City Government of Pasig

PARTICULARS ITEM AMOUNT

Van Hire (Php 9,200 x 7 days) 64,400.00

Speaker's Honorarium (PhP1,200/ hour)

- Speakers – Php 1,200 x 48 hours

- Rater – Php 1,200 x 8 hours 67,200.00

Meals

*c/o Pasig LGU -

Giveaways

-Knowledge Check Winners/Prizes

(Php 330 x 15 = Php 4,950)

- Focal Persons and Top Awardees of the Training

(Php 330 x 15 = Php 4,950) 9,900.00

Office and Training Supplies

- Badge Clip – (Php 36.00 x 30pcs) = Php 1,080.00

- ID Case – (Php 15.00 x 30pcs) = Php 450.00

- Board Paper – (Php 27.00 x 10 pcs) = Php 270.00

1,800.00

Subtotal ₱ 143,300.00

Community Guiding Seminar

Batch 3: Intramuros Administration

PARTICULARS ITEM AMOUNT

Van Hire (Php 9,200 x 3 days)

*Ingress, Mock Tour, Egress 27,600.00

Speaker's Honorarium (PhP1,200/ hour)

- Speakers – Php 1,200 x 48 hours

- Rater – Php 1,200 x 8 hours 67,200.00

Meals

PM Snack for Speakers and Facilitators (Php 220 x 4 pax x 3 days)

*AM, PM Snacks and Lunch for Participants and Speakers c/o IA 2,640.00

Giveaways

-Knowledge Check Winners/Prizes

(Php 330 x 15 = Php 4,950)

- Focal Persons and Top Awardees of the Training

(Php 330 x 15 = Php 4,950) 9,900.00

Office and Training Supplies

- Badge Clip – (Php 36.00 x 30pcs) = Php 1,080.00

- ID Case – (Php 15.00 x 30pcs) = Php 450.00

- Board Paper – (Php 27.00 x 7 pcs) = Php 189.00 1,719.00

Subtotal ₱ 109,059.00

GRAND TOTAL ₱ 488,059.00

MINIMUM REQUIREMENTS:

1. Duly registered Philippine company with appropriate government Agency.
2. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines

account.

3. With an office in Metro Manila.

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 488,059.00

Pesos : Four Hundred Eighty-Eight Thousand and Fifty Nine 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 August 19, 2024 at 8:00am

Created by Lawrence Jacosalem Alcantara

Date Created 13/08/2024

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