

Date: August 13, 2024

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									
1 (One)	LOT	PROJECT NAME : CONDUCT OF COMMUNITY GUIDING SEMINARS (3 Batches)									
		<p>I. BRIEF BACKGROUND:</p> <p>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.</p> <p>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.</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>➤ <u>Gender Development Objectives:</u></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 style="padding-left: 20px;">Thirty (30) Participants Five (5) Facilitators from DOT-NCR and Speakers</p>									
		IV. SCOPE OF WORK / DELIVERABLES									
		<p>Date of Engagement:</p> <p>Venue : Metro Manila</p> <p>Implementation Date :</p> <ul style="list-style-type: none"> ➤ 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 <p>1. 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 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;">DATE</th> <th style="width: 60%;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>August 22, 23, 27, 28, 29, and 30, 2024</td> <td>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</td> </tr> <tr> <td>September 9, 10, 11, 12, 13, 16 and 17, 2024</td> <td>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</td> </tr> <tr> <td>September 26, and October 01, 04, 2024</td> <td>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</td> </tr> </tbody> </table>	DATE	DESCRIPTION	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	
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2. SPEAKER'S HONORARIUM

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

Speaker's Honorarium (PhP1,200/ hour)	192,000.00
- Speakers – Php 1,200 x 136 hours	
- Rater – Php 1,200 x 24 hours	

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	9,900.00

		(Php 330 x 15 = Php 4,950)	
		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:	
		<ol style="list-style-type: none"> Duly registered Philippine company with appropriate government Agency. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account. With an office in Metro Manila. 	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none"> 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	
		<small>* 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</small>	

		Contact Persons: Mr. Mark Ryan Isidro - mjisisidro@tourism.gov.ph	
		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	

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)

Email ADDRESS

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00