



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11936001
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title TOUR OPERATOR for CONDUCT OF COMMUNITY GUIDING SEMINAR
Area of Delivery Metro Manila

Solicitation Number:	NCR-2025-03-012	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 287,965.00	Date Published	01/04/2025
Delivery Period:	7 Day/s	Last Updated / Time	31/03/2025 16:21 PM
Client Agency:		Closing Date / Time	07/04/2025 08:00 AM
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:

Intramuros, also known as 'The Walled City', is a home to various restaurants, schools, parks, and churches dating back to the sixteenth century which played significant role in the history of the Philippines. Today, Intramuros is one of the most visited historical tourist destinations in Metro Manila and was named as "Asia's Leading Tourist Attraction" in 2024.

Despite this, challenges and complaints still arise. Intramuros Administration highlighted that they are experiencing shortage of professional tour guides brought about the massive influx of foreign and domestic tourists. Further, many tourists are left disappointed and some filed complaints due to bad experiences with their tour guides' lack of in-depth knowledge on the historical sites and poor communication skills.

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;

III. TARGET PARTICIPANTS

Target Participants : Thirty (30) Non-Accredited Tour Guides

Five (5) Facilitators from DOT-NCR, IA and Speakers
 Organizer : Department of Tourism - National Capital Region
 Implementation Date : April 22-25 & 28-30, 2025 (*subject to change due to the availability of speakers, venue to be agreed upon by the DOT-NCR and the supplier/service provider in coordination with the concerned LGU/stakeholders)
 Duration : Seven (7) days (56 hours) Training
 Area : Venue within Intramuros, Manila
 Components : Face-to-face Training

IV. METHODOLOGY

To ensure the effectiveness of the assessment, the following methodology will be utilized:

- Lecture / Presentations
- Group Exercises / Workshop
- Community Immersions/ Teaching Tour
- Mock Tour Examination

V. SCOPE OF WORK / DELIVERABLES :

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

DATE

April 22, 23, 24, 25, 28, 29, and 30, 2025

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.

Speaker's Honorarium (Php1,200/ hour)

- Speakers – Php 1,200 x 48 hours
- Rater – Php 1,200 x 8 hours

67,200

MEALS

- Provide Packed-Lunch and PM Snack for the (30) participants.
- ☐ Must include refreshments such as bottled waters or juices.
- Provide AM Snack, Lunch and PM Snack for the (5) Facilitators and Speaker
- ☐ Must include refreshments such as bottled waters or juices.

Meals

- AM Snack, Lunch and PM Snack (DOT-NCR Team, Facilitator and Speaker)

(Php 220 x 3 x 5 pax x 7 days = Php 23,100)

- Lunch and PM Snack (Participants)

(Php 220 x 2 x 30 pax x 7 days = Php 92,400)

115,500

GIVEAWAYS

- Sourcing of seven (10) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval.
- Branding Wear for Participants (30 pcs Dri-Fit Uniform)
- o Sizes to follow

COMMUNICATION EXPENSE

For the project officer to be used for communication and WIFI

PRINTING / COLLATERAL EXPENSES

- Provision of (2) two laser cartridges
- o Laser Cartridge: HP 206A Black W2110A

OFFICE SUPPLIES

- Provision of the following:
- o Lapel Microphones
- o A4 Size Bond Paper = Php 259 x 5 reams = Php 1,295.00

VI. BUDGETARY REQUIREMENTS Community Guiding Seminar

PARTICULARS

ITEM AMOUNT

Van Hire (Php 9,200 x 7 days)

64,400

Speaker's Honorarium (Php1,200/ hour)

- Speakers – Php 1,200 x 48 hours
- Rater – Php 1,200 x 8 hours

67,200

Meals - AM Snack, Lunch and PM Snack

DOT-NCR Team, Facilitator and Speaker

(Php 220 x 3 x 5 pax x 7 days = Php 23,100)

- Lunch and PM Snack
 Participants (Php 220 x 2 x 30 pax x 7 days = Php 92,400)
 115,500
 Giveaways
 - Branding Wear for Tour Guides
 (Php 600 x 30pax = Php 18,000)
 - Token for Speakers, and Focal Persons (Php 600 x 10 = Php 6,000)
 24,000
 Communication Expense (Project Officer)
 300
 Printing / Collateral Expenses
 - Laser Cartridge BLK (Php 5,900.00 x 2 pcs) = Php 11,800
 11,800
 Office and Training Supplies
 Lapel Microphones for Demo Teaching (Php 1,735 x 2 pcs
 A4 Size Bond Paper (Php 259 x 5 reams) = Php 1,295
 4,765
GRAND TOTAL
₱287,965.00

REQUIREMENTS FOR SUPPLIERS

- Duly registered Philippine company with appropriate government Agency.
- Willing to engage in "send bill" arrangement
- Preferably with Land Bank of the Philippines account with an office in Metro Manila

VII. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS

- Current Mayor's/Business Permit
- PhilGEPS Registration Number
- DOT-Accreditation Certificate
- Duly Notarized Omnibus Sworn Statement

APPROVED BUDGET FOR THE CONTRACT (ABC)

Php 287,965.00

Pesos : Two Hundred Eighty-Seven Thousand Nine Hundred Sixty-Five 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
 7840 Makati Avenue, Poblacion, Makati City

Note: Deadline of submission is on April 07, 2025 at 8:00am

Created by Lawrence Jacosalem Alcantara

Date Created 31/03/2025

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