



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11982522  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** TOUR OPERATOR (GROUND HANDLING SERVICES) for HOSTING OF THE HOP ON, HOP OFF (HOHO) CULTURAL TOUR FOR SOMY AND SOMY+3 DELEGATES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	DOT-NCR-2025-04-016	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 251,496.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	1 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	24/04/2025
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	23/04/2025 06:41 AM
		<b>Closing Date / Time</b>	28/04/2025 08:00 AM

#### Description

The Department of Tourism–National Capital Region (DOT–NCR) has received a formal request from the National Youth Commission (NYC) to organize a curated Hop On, Hop Off (HOHO) Cultural Tour for delegates of the Senior Officials’ Meeting on Youth (SOMY) and SOMY Plus 3, which will take place in Metro Manila from April 27 to 30, 2025.

This tour initiative is set in conjunction with the ASEAN Youth in Climate Action and Disaster Resilience Conference, which highlights youth leadership in addressing climate change and building regional solidarity. Around 80 delegates composed of senior youth leaders and officials from ASEAN member states and dialogue partners (Japan, South Korea, and China) are expected to participate.

The tour scheduled for April 29, 2025, will serve as an avenue to present the Philippines’ cultural heritage, its readiness to host international visitors, and its advocacy for sustainable tourism. Through a meaningful and curated experience, this project will foster goodwill and promote Metro Manila as a gateway to cultural and climate-oriented tourism in Southeast Asia.

The Hop On, Hop Off (HOHO) Cultural Tour package for April 29, 2025 will include the following: a 1-day HOHO pass providing access to curated heritage routes within the city, the services of a Department of Tourism (DOT)-accredited tour guides who will deliver informative and culturally immersive narratives, and a designated tour coordinator who will oversee on-site logistics. Participants will receive afternoon snacks as part of the hospitality arrangement. The

tour also includes full admission to all scheduled sites: Fort Santiago, Destileria Limtuaco Museum, and Centro Turismo de Intramuros. To ensure safety, the tour provides travel insurance for all participants. All rates are VAT-inclusive, covering all related costs within the approved package.

**Specifications:**

**HOHO Curated Tours (Manila Heritage Tour)**

For 80 pax (International and Local Delegates, NYC, DOT NCR Secretariat) on April 29, 2025.

- To provide a Hop-On Hop Off Tour day pass;
- To provide a DOT Accredited Tour guides;
- To provide PM snacks and bottled water;
- To include all payments of entrances,
- To include insurance;
- To include coordinators for the tour;
- To submit a documentation report after the implementation.

**TOUR ITINERARY**

- Pick up at Admiral Hotel, Manila
- Intramuros Heritage Tour
- Fort Santiago
- Destileria Limtuaco Museum
- Centro de Turismo Intramuros

(Final itinerary will be for approval of the project officer)

**Minimum requirements of Tour Operator:**

- A. Must be a DOT accredited Tour Operator;
- B. Must have certificate of onboarding from Project Integrator of Hop On Hop Off;
- C. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- D. Provision of first aid medical kit for the group;
- E. Willing to provide services on send-bill arrangement.

**Approved Budget for the Contract (ABC)**

TWO HUNDRED FIFTY ONE THOUSAND FOUR HUNDRED NINETY-SIX PESOS ONLY (Php 251,496.00)

Inclusive of all taxes

**ELIGIBILITY REQUIREMENT**

- Mayor's Business Permit
- PHILGEPS Registration Number
- Omnibus Sworn Statement
- DOT Accreditation Certificate
- Annual Business/Income Tax Return

**CONTACT PERSON Copy furnish:**

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**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 28, 2025 @8am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 23/04/2025

