

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09190990025
Email: dotncr.bac@tourism.gov.ph

Date: October 11, 2022

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE										
		TOUR OPERATOR / GROUND HANDLING SERVICES for the conduct of Philippine Tourism Industry Reception on October 17 - 19, 2022											
		<u>PROJECT BACKGROUND</u> The Office of the Secretary has just successfully conducted Listening Tours in Luzon, Visayas and Mindanao attended by DOT Regional Directors and respective tourism stakeholders. The Listening Tours aim to better connect with stakeholders and employ a shared tourism governance approach towards tourism industry recovery. The end-view was for the DOT to be at the front and center of the prevailing issues that need to be addressed and to craft solutions that will ensure the full rehabilitation and recovery of the tourism industry. Following the said series, sectoral pocket listening sessions, convergence gathering and industry reception were on the pipeline.											
		<u>OBJECTIVES:</u> <ul style="list-style-type: none"> • The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services for the Secretariat Team and Cebu Performers in connection with the upcoming Philippine Tourism Industry Reception Night on October 17, 2022 											
		I. MINIMUM REQUIREMENTS: A. Must be PhilGEPS registered B. Must be an accredited tour operator by the DOT C. Must have handled big groups within the last 5 years; D. Ground arrangement (inclusive of roundtrip transfers to/from the airport and billeting hotel v.v., triple-occupancy accommodation, event venue and packed meals); E. Provision of airport representative to assist guests upon arrival and departure in airport; F. Provision of first aid medical kit for the group; G. Willing to provide services on send-bill arrangement.											
		II. SCOPE OF WORK AND DELIVERABLES: A. Accommodation <ul style="list-style-type: none"> o Provision of triple-sharing room hotel accommodation for the Cultural Performers from Cebu o Provision of tour coordinator to monitor and assist guests; o Must be a DOT-accredited multiple use hotel; o Must be at least a 3-star hotel located less than 2kms from the event venue (TBA) o Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing; o Participants: Cebu Cultural Performers- 186 to 188 Pax + 2 Coordinators <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">No. of Rooms</th> <th style="text-align: center;">Room Type</th> <th style="text-align: center;">Meals</th> <th style="text-align: center;">Check-in</th> <th style="text-align: center;">Check-out</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">64 rooms</td> <td style="text-align: center;">Triple sharing</td> <td style="text-align: center;">Breakfast</td> <td style="text-align: center;">October 17, 2022</td> <td style="text-align: center;">October 19, 2022</td> </tr> </tbody> </table>	No. of Rooms	Room Type	Meals	Check-in	Check-out	64 rooms	Triple sharing	Breakfast	October 17, 2022	October 19, 2022	
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64 rooms	Triple sharing	Breakfast	October 17, 2022	October 19, 2022									

B. Transportation

- Use of two (2) buses with seating capacity of at least 48 and up persons, excluding the driver
- Bus models should be 2018 to recent models
- Use of bus for 186 performers and 2 coordinators inclusive of driver's fee, meals, toll and parking fees and services of a tour coordinator for October 17 to 19, 2022.
- Usage of a total of eight (8) vans from October 17 to October 19, 2022.
- Unutilized vehicles, if any, must not be charged to the DOT and be excluded from the final billing.

Usage of Buses

DATE	REMARKS
October 17, 2022 (Day 1): Check-in Event night at the venue (TBA)	<ul style="list-style-type: none"> • Transfer of 186 performers and 2 coordinators from NAIA terminal airports to the billeting hotel. • Roundtrip transfers to/from the billeting hotel to the event venue (TBA) v.v. and as needed
October 18, 2022 (Day 2): Scheduled Activities	<ul style="list-style-type: none"> • Courtesy Call to the Secretary • City Tour of Manila
October 19, 2022 (Day 3): Check-out	<ul style="list-style-type: none"> • Transfer of 186 performers and 2 coordinators from the billeting hotel to NAIA terminal airport/s.

Usage of Vans- Whole day rental

DATE	REMARKS
October 17, 2022 (Day 1)	<ul style="list-style-type: none"> • Use of 2 vans for inspection at the event venue and assistance for the Cebu Cultural Performers • Route: Within Metro Manila 1. Billeting Hotel to event venue and <u>vv</u>, 2. DOT Office to NAIA Terminal (TBD) and Hotel for billeting (TBD) and <u>vv</u> to DOT Office (for the Secretariat)
October 18, 2022 (Day 2) Event proper at event venue (TBA)	<ul style="list-style-type: none"> • Use of 4 Vans • Roundtrip transfers to/from billeting hotel to DOT Makati Office • Transportation requirement from Makati Office to select Manila tour destinations • Transfer from Manila tour to billeting hotel • Transportation requirement for Secretariat from Makati Office to scheduled itinerary
October 19, 2022 (Day 3)	<ul style="list-style-type: none"> • Roundtrip transfers to/from billeting hotel to NAIA terminal airport/s c/o 2 vans • Transportation requirement for Secretariat from Makati Office to scheduled itinerary

C. Packed meals with one round of drink

DATE	REMARKS
October 17, 2022 (Day 1): Check-in	<ul style="list-style-type: none"> • Packed meals for 186 performers and 2 coordinators
October 18, 2022 (Day 2): Courtesy Visit and Manila Tour	<ul style="list-style-type: none"> • Packed lunch for 186 performers
October 19, 2022 (Day 3): Check-out	<ul style="list-style-type: none"> • Packed lunch for 186 performers and 2 coordinators

*Food and dietary restrictions of the participants to follow, if any

*Individual set meals to be delivered at the hotel, per ~~pax~~

NOTE:

- Quoted rates must include all applicable taxes
- Must be willing to provide services on send-bill arrangement
- Cost proposal for each component must be submitted with an itemized breakdown.
- The winning bidder shall be determined based on the overall total of the proposal, provided that the amount of bid does not exceed the above total budget.

Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
4. Latest Income/Business Tax Return with AFS
5. DOT Accredited Certificate
6. Company Profile
7. List of on-going and completed project from the last five (5) years

		Approved Budget for the Contract: Php 998,000.00 NINE HUNDRED NINETY-EIGHT THOUSAND PESOS ONLY inclusive of all government taxes and other fees	
		Contact Person: MR. ERNIE TESTON Head, PMDU DOT NCR ernieteston@tourism.gov.ph 0917-8791718	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) original sets</u> 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 October 17, 2022 at 7:00AM	

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)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME