

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 84595200 local 212
Email: dotncr.bac@tourism.gov.ph

Date: November 4, 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												
1 (ONE)	LOT	TOUR OPERATOR TO PROVIDE AIR AND GROUND HANDLING SERVICES													
		PROJECT NAME: KAIN NA 2022 – CEBU LEG													
		<p>I. BACKGROUND & PROJECT BRIEF</p> <p>KAIN NA! is a food and travel festival designed to sustain the country's efforts to promote the Philippines as a center of food and gastronomy in Asia. This multi-faceted project, which has been undertaken in partnership with the Ayala Malls since 2018, highlights the rich and diverse culinary dimension and culture of the country's tourism destinations.</p> <p>From November 10-13, 2022, KAIN NA! Food and Travel Festival continues to showcase regional and thematic culinary products and offerings with the theme – "Foodie Adventures", through a series of online and on-ground engagements and aims to promote regional food products, coupled with specially developed food tourism circuits at Ayala Malls Cebu.</p> <p>The Department of Tourism – Central Visayas will host the Kain Na 2022 leg. It will still be held at Ayala Mall Cebu. The DOT-NCR is allocated three booths for the 3-day culinary tourism fair and will be inviting 3 food sellers (2 reps each) which best represent Metro Manila.</p> <p>The DOT-NCR Regional Office is in need of a Tour Operator to provide Air and Ground Handling Services for the regional office's participants to the "KAON TA, KAIN PA!" FOOD AND TRAVEL FESTIVAL on 10 – 13 November 2022 in Cebu City.</p>													
		<p>II. OBJECTIVES</p> <p>To facilitate the slow but steady reopening of tourism activities in the country while promoting culinary tourism and different tourism products of each region through a unifying food expo and webinar culinary promotion and culture.</p>													
		<p>III. DELIVERABLES AND SPECIFICATIONS:</p> <p>A. Air Travel for Food Tourism Stakeholders/Sellers Air travel for the 6 (pax) sellers from the NCR on the following dates and details:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 25%;">Cost per way</th> <th style="width: 30%;">Extra Baggage Allowance</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10 November 2022</td> <td>Manila to Cebu 5,832.00 + 8 % contingency (466.56)</td> <td>40 kg Check in 1,250.00 <i>On top of 20 kgs personal luggage allowance</i></td> <td style="text-align: center;">7,548.56 x 6 pax = 45,291.36</td> </tr> <tr> <td style="text-align: center;">14 November 2022</td> <td>Cebu to Manila 5,832.00 + 8 % contingency (466.56)</td> <td>10 kg Check in 250.00 <i>On top of 20 kgs personal luggage allowance</i></td> <td style="text-align: center;">6,548.56 x 6 pax = 39,291.36</td> </tr> </tbody> </table>	Date	Cost per way	Extra Baggage Allowance	Total	10 November 2022	Manila to Cebu 5,832.00 + 8 % contingency (466.56)	40 kg Check in 1,250.00 <i>On top of 20 kgs personal luggage allowance</i>	7,548.56 x 6 pax = 45,291.36	14 November 2022	Cebu to Manila 5,832.00 + 8 % contingency (466.56)	10 kg Check in 250.00 <i>On top of 20 kgs personal luggage allowance</i>	6,548.56 x 6 pax = 39,291.36	
Date	Cost per way	Extra Baggage Allowance	Total												
10 November 2022	Manila to Cebu 5,832.00 + 8 % contingency (466.56)	40 kg Check in 1,250.00 <i>On top of 20 kgs personal luggage allowance</i>	7,548.56 x 6 pax = 45,291.36												
14 November 2022	Cebu to Manila 5,832.00 + 8 % contingency (466.56)	10 kg Check in 250.00 <i>On top of 20 kgs personal luggage allowance</i>	6,548.56 x 6 pax = 39,291.36												

B. Transportation

Use of 2 (two) Vans for Food Tourism Stakeholders/Sellers and DOT Regional Staff for the following dates, details, and itinerary:

- 12 hours use of van per day for 5 days
- 2 units of air-conditioned van
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated
- 6,000/van/day x 5 days = 30,000.00 x 2 vans = 60,000.00

DATE	REMARKS	
10 – 14 November 2022	1 Van as Service Vehicle for Food Tourism Stakeholders/Sellers (Includes service from Cebu Mactan Airport to the billeting hotel, service within Cebu City and nearby cities, and billeting hotel to Cebu Mactan Airport)	1 Service Vehicle for DOT Regional Staff (Includes service from Cebu Mactan Airport to the billeting hotel, service within Cebu City and nearby cities, and billeting hotel to Cebu Mactan Airport)

C. Hotel Accommodation

- 2 Business Hotel rooms for 4 nights with working budget of 3,500 per room from November 10-14, 2022
- Inclusive of breakfast
- Based on triple-sharing per room
- Hotel must be 1 km within the Kain Na venue
- Hotel must be DOT Accredited

IV. QUALIFICATIONS AND REQUIREMENTS OF TOUR OPERATOR

- A. Must be operating and legally registered company under Philippine laws;
- B. Must be accredited by the DOT and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- C. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- D. Provision of airport representative to assist guests upon arrival and departure in airport;
- E. Provision of first aid medical kit for the group;
- F. Willing to provide services on send-bill arrangement.

APPROVED BUDGET FOR THE CONTRACT

PHP 200,582.72

Two Hundred Thousand Five Hundred Eighty Two and 72/100 Pesos

V. OTHER TERMS AND CONDITIONS

Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

Please send billing statement (through send bill arrangement) to the Department of Tourism – National Capital Region, 2/F The New DOT Bldg., Gil Puyat Avenue, Makati City

Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit
2. PHILGEPs Registration
3. Latest Income/Business Tax Return
4. DOT Accreditation Certificate
5. Original and Certified True Copy of Notarized Omnibus Sworn Statement

		Contact Person/s: Ernesto S. Teston – ernieteston@tourism.gov.ph 0917-8791718 Collins Karla E. Telmo – cetelmo@tourism.gov.ph 0955-9030026	
		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 November 8, 2022 at 1:00 PM	

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