

Date: November 11, 2022

GENTLEMEN:

REQUEST FOR QUOTATION

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

QUANTIT Y	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE												
		GROUND HANDLER FOR AT THE DOT-NCR'S PARTICIPATION TO 1st NORTH LUZON TRAVEL FAIR													
		The DOT-NCR Regional Office is in need of a Tour Operator to provide Ground Handling Services for the regional office's participants to the 1st North Luzon Travel Fair slated on November 18-20, 2022 at the SMX Clark, Freeport Zone, Pampanga.													
		<p>A. Transportation Use of 1 (one) Van for DOT Regional Staff for the following dates, details, and itinerary:</p> <ul style="list-style-type: none"> - 12 hours use of van per day for 5 days - 1 unit of air-conditioned van - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee - Driver must be fully vaccinated - 12,973/day x 5 days = 64,865.00 <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">DATE</th> <th style="text-align: center;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">17 - 21 November 2022</td> <td>- 1 Service Vehicle for DOT Regional Staff (Includes service from Pick up in points in Metro Manila to billeting hotel in Clark, Pampanga, service within Clark, Pampanga and nearby cities, and billeting hotel to points in Metro Manila)</td> </tr> </tbody> </table> <p>Use of 1 (one) Coaster for invited Tour Operators of Metro Manila to participate in the event with the following dates, details, and itinerary:</p> <ul style="list-style-type: none"> - 12 hours use of coaster per day for 3 days - Must be 25 seater - 1 unit of air-conditioned coaster - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee - Driver must be fully vaccinated - 14,383.00/day x 3 days = 43,149.00 <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">DATE</th> <th style="text-align: center;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">18 - 20 November 2022</td> <td>- 1 Service Vehicle for invited Tour Operators (Includes service from Pick up in points in Metro Manila to billeting hotel in Clark, Pampanga, service within Clark, Pampanga and nearby cities, and billeting hotel to points in Metro Manila)</td> </tr> </tbody> </table> <p>Use of 1 (one) Van for invited Fashion Personalities to participate in the event with the following dates, details, and itinerary:</p> <ul style="list-style-type: none"> - 12 hours use of van for 2 days - 1 unit of air-conditioned van - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee - Driver must be fully vaccinated - 12,973.00/day x 2 days = 25,946.00 <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">DATE</th> <th style="text-align: center;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20 - 21 November 2022</td> <td>- 1 Service Vehicle for invited Fashion Personalities (Includes service from Pick up in points in Metro Manila to billeting hotel in Clark, Pampanga, service within Clark, Pampanga and nearby cities, and billeting hotel to points in Metro Manila)</td> </tr> </tbody> </table>	DATE	DESCRIPTION	17 - 21 November 2022	- 1 Service Vehicle for DOT Regional Staff (Includes service from Pick up in points in Metro Manila to billeting hotel in Clark, Pampanga, service within Clark, Pampanga and nearby cities, and billeting hotel to points in Metro Manila)	DATE	DESCRIPTION	18 - 20 November 2022	- 1 Service Vehicle for invited Tour Operators (Includes service from Pick up in points in Metro Manila to billeting hotel in Clark, Pampanga, service within Clark, Pampanga and nearby cities, and billeting hotel to points in Metro Manila)	DATE	DESCRIPTION	20 - 21 November 2022	- 1 Service Vehicle for invited Fashion Personalities (Includes service from Pick up in points in Metro Manila to billeting hotel in Clark, Pampanga, service within Clark, Pampanga and nearby cities, and billeting hotel to points in Metro Manila)	
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		<p>B. Hotel Accommodation</p> <ul style="list-style-type: none"> - Standard Hotel - Air conditioned - Breakfast must be included - With internet connection - Hotel must be 2 km within the 1st NLTF event at SMX Clark Pampanga - Hotel must be DOT Accredited <table border="1" style="width: 100%;"> <tbody> <tr> <td>For 8 DOT-NCR Staff (Twin-sharing)</td> <td>Php 1,500.00/night X 4 nights X 4 rooms</td> <td>24,000.00</td> </tr> <tr> <td>For invited Tour Operators</td> <td>Php 2,900.00/night X 3 nights X 24 rooms</td> <td>208,800.00</td> </tr> <tr> <td>For invited Fashion influencers/personalities</td> <td>Php 2,900.00/night X 1 night X 5 rooms</td> <td>14,500.00</td> </tr> </tbody> </table>	For 8 DOT-NCR Staff (Twin-sharing)	Php 1,500.00/night X 4 nights X 4 rooms	24,000.00	For invited Tour Operators	Php 2,900.00/night X 3 nights X 24 rooms	208,800.00	For invited Fashion influencers/personalities	Php 2,900.00/night X 1 night X 5 rooms	14,500.00				
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		<p>Minimum requirements of Tour Operator:</p> <ol style="list-style-type: none"> 1. 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; 													

		2. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable; 3. Provision of first aid medical kit for the group; 4. Willing to provide services on send-bill arrangement.	
		Documentary Requirements to be submitted:	
		1. Mayor's/Business Permit	
		2. PhilGEPS Platinum Membership	
		3. Duly Notarized Omnibus Sworn Statement	
		4. Latest Income/Business Tax Return	
		5. Company Profile	
		Approved Budget for the Contract: Php 381,260.00	
		Contact Person: MR. ERNIE TESTON Head, PMDU ernieteston@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 <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 15, 2022 at 10:00AM	

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

NCR-ADMIN-PMD-004-00