

Date: January 4, 2023

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	AIR, GROUND HANDLING, AND TRANSPORT SERVICES													
		Project Name : MINDANAO TOURISM EXPO 2023													
		<p>BRIEF BACKGROUND:</p> <p>The MTEx Davao will be held at the Function Hall 1, SMX Convention Center Davao, SM Lanang Premier, Davao City. Carrying the theme, “Sustaining the Colors of Mindanao”, the event hopes to promote Mindanao as a safe and fun destination by highlighting one region each time, engaging stakeholders, guaranteeing simultaneous and secure reopening along the value chain; and capitalizing on tourism opportunities.</p>													
		<p>OBJECTIVES:</p> <p>The DOT-NCR Regional Office is in need of a Tour Operator or Travel and Tour Agency to provide Air, Ground Handling, and Transport Services for the regional office’s participants to the Mindanao Tourism Expo 2023 slated on January 27 - 29, 2022 at the SMX Convention Center Davao, SM Lanang Premier, Davao City</p>													
		SPECIFICATIONS													
		<p>A. Air Travel for invited Tour Operators from Metro Manila</p> <p>Air travel for the 2 pax on the following dates and details:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 25%;">Cost per way</th> <th style="width: 25%;">Baggage Allowance</th> <th style="width: 35%;">Total</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">26 Januar y 2023</td> <td style="vertical-align: top;">Manila to Davao Php 6,214/way + 40% surcharge (2,485.60) x 2 pax</td> <td style="vertical-align: top;">20 kgs check-in luggage allowance Additional 40kg prepaid baggage allowance (1,250.00 x 2)</td> <td style="vertical-align: top;">8,699.60 x 2 pax + 2,500.00 = 19,899.20</td> </tr> <tr> <td style="vertical-align: top;">30 Januar y 2023</td> <td style="vertical-align: top;">Davao to Manila Php 6,687/way + 40% surcharge (2,674.80) x 2 pax</td> <td style="vertical-align: top;">20 kgs check-in luggage allowance Additional 40kg prepaid baggage allowance (1,250.00 x 2)</td> <td style="vertical-align: top;">9,361.80 x 2 pax +2,500.00 = 21,223.60</td> </tr> </tbody> </table> <p>B. Transportation</p> <p>Use of 1 (one) Van for DOT Regional Staff for the following dates, details, and itinerary:</p> <p>1 Van Hire in Manila - DOT Office to Airport Terminal and Vice versa January 26 – DOT Office/Points in MM to Airport Terminal January 30 – Airport Terminal to DOT Office/Points in MM</p> <p>- 4 hours use of van per day for 2 days - 1 unit of air-conditioned van</p>	Date	Cost per way	Baggage Allowance	Total	26 Januar y 2023	Manila to Davao Php 6,214/way + 40% surcharge (2,485.60) x 2 pax	20 kgs check-in luggage allowance Additional 40kg prepaid baggage allowance (1,250.00 x 2)	8,699.60 x 2 pax + 2,500.00 = 19,899.20	30 Januar y 2023	Davao to Manila Php 6,687/way + 40% surcharge (2,674.80) x 2 pax	20 kgs check-in luggage allowance Additional 40kg prepaid baggage allowance (1,250.00 x 2)	9,361.80 x 2 pax +2,500.00 = 21,223.60	
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- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee

- Driver must be fully vaccinated
- 4,000.00/day x 2 days = 8,000.00

1 Van Hire in Davao City - DOT NCR Staff and MM Stakeholders from Davao Airport – Billeting Hotel and Metro Davao for 5 days (12 hours use with 3 hours Overtime fee)

- 12 hours use of van for 5 days
- With 3 hours Overtime fee per day (300/hr)
- 1 unit of air-conditioned van
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated
- 5,000/day + 900 Overtime fee x 5 days = Php 29, 500.00

C. Hotel Accommodation

- Standard Hotel
- Air conditioned
- Breakfast must be included
- With internet connection
- Hotel must be 2 - 4km within the Mindanao Tourism Expo 2023 location
- Hotel must be DOT Accredited

A. Meals

Staff Meals

Meal - Php 180 X 5 days X 8 pax X 3 meals
Total: 21,600.00

Stakeholder Meals

Meal – Php 300 x 5 days x 3 pax x 3 meals
Total: Php 9,000.00

For DOT-NCR Staff	Php 1,800.00/night X 4 nights X 4 rooms	28,800.00
For invited Tour Operators	Php 3,000.00/night X 4 nights X 2 rooms	24,000.00

Minimum requirements of Tour Operator:

- A. 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;
- B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- C. Provision of first aid medical kit for the group;
- D. Willing to provide services on send-bill arrangement.

**Approved Budget for the Contract (ABC)
One Hundred Sixty Two Thousand Twenty Two Pesos
and 80/100 only (Php 162,022.80).**

inclusive of taxes and is subject to appropriate government taxes.

Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Duly notarized original and certified true copy of Omnibus Sworn Statement;
4. DOT Accreditation Certificate

Contact Persons:

MR. ERNIE TESTON
Head, PMDU
ernieteston@tourism.gov.ph

MS. COLLINS KARLA E TELMO
cetelmo@tourism.gov.ph

Contact number: 84595200 local 223

		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 January 9, 2023 @ 10:00 am	

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