

Date: March 9, 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	GROUND HANDLING AND TRANSPORT SERVICES TOUR OPERATOR AND/OR TRAVEL AND TOUR AGENCY																																				
		Project Name : Familiarization Tour of Tourism Attaches on their Participation to 2023 Strategic Planning and Alignment Workshop with DOT Foreign Offices on March 19, 2023																																				
		<p>BRIEF BACKGROUND:</p> <p>The Department of Tourism through the Office of Product and Market Development will be conducting the 2023 Strategic Planning and Alignment Workshop with Foreign Offices. The Tourism Attaches will be coming to the Philippines and attend the workshop for a series of meetings, presentations, and attendance to the National Tourism Development Plan Summit.</p> <p>In partnership with DOT National Capital Region, the Office of Product and Market Development and Tourism Attaches (TAs) will be having two separate Familiarization Tours at the region. As the main gateway to welcome the international market, the TAs will be introduced to a diverse tailor-fit Metro Manila Tours.</p>																																				
		<p>OBJECTIVES:</p> <p>To showcase the capital's rich cultural heritage and diverse tourism products to respective markets of Tourism Attaches through a familiarization tour of the Region.</p>																																				
		<p>SPECIFICATIONS</p> <p>Tour A - Marikina-Cubao Heritage and Art Tour</p> <p>Itinerary:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">TIME</th> <th>ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>8:00 am-9:00 am</td> <td>Call/waiting time at DOT Lobby</td> </tr> <tr> <td>9:00 am</td> <td>ETD for Kapitan Moy Residence</td> </tr> <tr> <td>10:00 am</td> <td>ETA Kapitan Moy Residence (Birthplace of the Shoe Industry)/ Brief Tour</td> </tr> <tr> <td>10:20 am</td> <td>ETD for Marikina Shoe Museum</td> </tr> <tr> <td>10:25 am</td> <td>ETA Marikina Shoe Museum/ Tour</td> </tr> <tr> <td>10:45 am</td> <td>ETD for Shoe Factories (at least 2 factories)</td> </tr> <tr> <td>11:00 am</td> <td>ETA Shoe Factories/ onsite demo</td> </tr> <tr> <td>11:40 am</td> <td>ETD for Novotel Araneta, Araneta Center, QC</td> </tr> <tr> <td>12:15 pm</td> <td>ETA Novotel Araneta/ Lunch</td> </tr> <tr> <td>1:35 pm</td> <td>ETD for Art In Island Museum</td> </tr> <tr> <td>1:50 pm</td> <td>ETA Art In Island Museum/ Interactive Tour</td> </tr> <tr> <td>3:35 pm</td> <td>ETD for Tagaytay City, Cavite</td> </tr> </tbody> </table> <p>A. Transportation</p> <p>1 Coaster Hire in Manila - DOT Office to Points in Metro Manila and drop-off to Tagaytay City</p> <ul style="list-style-type: none"> - 12 hours use of van for 1 day in Metro Manila and drop-off to Tagaytay City - 1 unit of air-conditioned van - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee - Driver must be fully vaccinated - 29,600.00 <p>B. Tours</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 40%;">Tour Guide</td> <td style="width: 30%;">1 Tour Guide for 6 hours Must be DOT Accredited</td> <td style="width: 30%; text-align: right;">6,000.00</td> </tr> <tr> <td>Art in Island Entrance Fee</td> <td>850 x 12 pax</td> <td style="text-align: right;">10,200.00</td> </tr> <tr> <td>Marikina Shoe Museum</td> <td>50 x 12 pax</td> <td style="text-align: right;">600.00</td> </tr> </tbody> </table>	TIME	ACTIVITY	8:00 am-9:00 am	Call/waiting time at DOT Lobby	9:00 am	ETD for Kapitan Moy Residence	10:00 am	ETA Kapitan Moy Residence (Birthplace of the Shoe Industry)/ Brief Tour	10:20 am	ETD for Marikina Shoe Museum	10:25 am	ETA Marikina Shoe Museum/ Tour	10:45 am	ETD for Shoe Factories (at least 2 factories)	11:00 am	ETA Shoe Factories/ onsite demo	11:40 am	ETD for Novotel Araneta, Araneta Center, QC	12:15 pm	ETA Novotel Araneta/ Lunch	1:35 pm	ETD for Art In Island Museum	1:50 pm	ETA Art In Island Museum/ Interactive Tour	3:35 pm	ETD for Tagaytay City, Cavite	Tour Guide	1 Tour Guide for 6 hours Must be DOT Accredited	6,000.00	Art in Island Entrance Fee	850 x 12 pax	10,200.00	Marikina Shoe Museum	50 x 12 pax	600.00	
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Crafted Marikina Shoe	1,199 x 12 pax	14,388.00
Meals	Lunch 800 x 12 pax Must be in Novotel Araneta, QC	9,600.00
	Snacks 350 x 12 pax Packed, must include 2 bottles of water,	4,200.00

Tour B - Medical and Wellness Tour

Itinerary:

TIME	ACTIVITY
8:00 am-9:00 am	Call /waiting time at DOT Lobby
9:00 am	ETD for St. Luke's BGC
9:20 am	ETA St. Luke's BGC / Health and Wellness
12:00 nn	Lunch at BGC
1:30 pm	Gondola Ride at Venice Grand Canal Mall
2:00 pm	ETD for Okada Manila
2:35 pm	ETA Okada Manila/ Health and Wellness
4:00 pm	ETD for Tagaytay City , Cavite

A. Transportation

- 1 Coaster Hire in Manila - DOT Office to Points in Metro Manila and drop-off to Tagaytay City
- 12 hours use of van for 1 day in Metro Manila and drop-off to Tagaytay City
- 1 unit of air-conditioned van
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated
- 29,600.00

B. Tours

Gondola Ride	400 x 12 pax	4,800.00
Okada Health and Wellness	4,000 x 12 pax	48,000.00
Meals	Lunch 800 x 12 pax Lunch must be in BGC or Venice Grand Canal Mall (subject for approval of project officer)	9,600.00
	Snacks 350 x 12 pax Packed, must include 2 bottles of water	4,200.00

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. Provision of first aid medical kit for the group;
- C. Willing to provide services on send-bill arrangement.

Approved Budget for the Contract (ABC)

Breakdown	
Tour A	74,588.00
Tour B	96,200.00
Total	170,788.00

**Approved Budget for the Contract (ABC)
One Hundred Seventy Thousand Seven Hundred Eighty Eight (Php 170,788.00).**
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

	<p>Contact Person/s: MR. ERNIE TESTON Head, PMDU ernieteston@tourism.gov.ph</p> <p>MS. COLLINS KARLA E TELMO cetelmo@tourism.gov.ph</p> <p>Contact number: 84595200 local 223</p>	
	<p>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:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>	
	<p>Note: Deadline of submission is on March 13, 2023 @ 8:00 am</p>	

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