

Date: March 23, 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	LOT	AIR, GROUND HANDLING, AND TRANSPORT SERVICES (TOUR OPERATOR AND/OR TRAVEL AND TOUR AGENCY)													
		PROJECT NAME : DOT-NCR'S PARTICIPATION TO THE SUROY-SUROY SA SUGBO (ENCHANTING CAMOTES)													
		IMPLEMENTATION DATE: April 14-17, 2023													
		BRIEF BACKGROUND The development of Philippine Culture, Heritage and Arts Caravans is part of the cultural tourism product development program conceived to highlight and herald the Filipino brand and identity in all aspects of the travel and tourism experience. The Regional Tourism Offices have been instructed to particularly develop and replicate this as part of the selling proposition of each municipality or city specifically those which are not so popular and not so visited. As such, all DOT Regional Tourism Offices are instructed to join the Cebu Province developed tour called Suroy Suroy Sugbo to draw inspiration from it with the hope of studying it and its potential replication in their respective jurisdiction													
		OBJECTIVES: <ol style="list-style-type: none"> 1. Diversify the cultural tourism product offerings of the country for both domestic and international tourists 2. Equalize opportunities and spread the benefits of tourism across the regions and destinations of the country 3. Improve the identity of the Philippines as a Cultural destination through the development and packaging of unique Filipino tourism experiences; 4. Promote both known and lesser-known cultural, heritage and art products, activities and destinations in the country; 5. Support the preservation of the country's cultural, heritage and artistic resources and assets; and 6. Instill a sense of pride and patriotism among the Filipino people through greater appreciation of the country's culture, heritage and arts. 													
		TECHNICAL SPECIFICATIONS/ DELIVERABLES: A. Air Travel for DOT-NCR Staff and invited Stakeholders from Metro Manila Air travel for the 20 pax on the following dates and details: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 30%;">Cost per way</th> <th style="width: 30%;">Baggage Allowance</th> <th style="width: 25%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">April 14, 2023</td> <td>Manila-Cebu (April 14) Php 6,585.00 + 40% (2,634) Must depart Manila at 12 NN and arrive at 1:30 PM at Cebu</td> <td style="text-align: center;"><i>7 kgs hand carry and 20 kgs check-in luggage allowance</i></td> <td style="text-align: center;">9,219 x 20 pax = 184,380.00</td> </tr> <tr> <td style="text-align: center;">April 16, 2023</td> <td>Cebu-Manila (April 17) Php 7,098.00 + 40% (2,839.20) Must depart Cebu at 5:55 PM and arrive at 7:30 PM</td> <td style="text-align: center;"><i>7 kgs hand carry and 20 kgs check-in luggage allowance</i></td> <td style="text-align: center;">9,937.20 x 20 pax = 198,744.00</td> </tr> </tbody> </table> B. Transportation Three (3) units of Van Hire in Metro Cebu City - DOT NCR Staff and MM Stakeholders from Mactan Airport – Billeting Hotel and Metro Cebu for 2 days	Date	Cost per way	Baggage Allowance	Total	April 14, 2023	Manila-Cebu (April 14) Php 6,585.00 + 40% (2,634) Must depart Manila at 12 NN and arrive at 1:30 PM at Cebu	<i>7 kgs hand carry and 20 kgs check-in luggage allowance</i>	9,219 x 20 pax = 184,380.00	April 16, 2023	Cebu-Manila (April 17) Php 7,098.00 + 40% (2,839.20) Must depart Cebu at 5:55 PM and arrive at 7:30 PM	<i>7 kgs hand carry and 20 kgs check-in luggage allowance</i>	9,937.20 x 20 pax = 198,744.00	
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- Inclusive dates: April 14 and 17, 2023
- 12 hours use of van
- Three (3) 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/day x 2 days x 3 Vans = Php 36,000.00

Three (3) units of Van Hire in in Metro Cebu City - DOT NCR Staff and MM Stakeholders at Hotel - Pier 1 and points in Metro Cebu for 2 days

- Inclusive dates: April 15 and 16, 2023
- 6 hours use of van
- Three (3) units of air-conditioned van
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated
- 3,000/day x 2 days x 3 Vans = Php 18,000.00

C. Hotel Accommodation

- Standard Hotel
- Air conditioned
- Breakfast must be included
- With internet connection
- Hotel must be 2 - 4km within Pier 1 Ocean Jet Terminal
- Hotel must be DOT Accredited

For DOT-NCR Staff	Php 1,800.00/night X 2 nights (April 14-15 and April 16-17) X 10 rooms	Php 36,000.00
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D. Meals

DOT NCR Meals

Meal - Php 540 x 8 pax x 3 days
Total: 12,960.00

Stakeholder Meals

Meal - Php 500 x 12 pax x 5 meals
Total: Php 30,000.00

E. Suroy-suroy Tour

- Payment facilitation and coordination with the Tour Operators, Organizers of the Suroy-Suroy Sugbo (Camotes Island) for seamless transition or transfers to and from the tour

Rate per person Php 11,502/ person
Twin share - 1room with 2 Double Bed x 2 pax
- subtotal: 23,004.00

Rate per person Php 10,823
Twin share - 9 rooms with 1 Double Bed, 1Single bed x 18 pax
- subtotal: 194,814.00

BREAKDOWN OF BUDGETARY REQUIREMENTS	
Air ticket	383,124.00
Transportation	54,000.00
Accommodation	36,000.00
Meals	42,960.00
Suroy-suroy Tour	217,818.00
Total	733,902.00

**APPROVED BUDGET FOR THE CONTRACT
PHP 733,902.00**

**PESOS: SEVEN HUNDRED THIRTY THREE THOUSAND
NINE HUNDRED TWO ONLY**

inclusive of taxes and is subject to appropriate government taxes.

		MINIMUM REQUIREMENTS FOR SUPPLIERS	
		A. A Philippine based registered Tour Operator/Travel Agency; 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 first aid medical kit for the group; E. Willing to provide services on send-bill arrangement.	
		Documentary Requirements to be submitted: 1. Valid Mayor's/Business Permit 2. PHILGEPS Registration 3. Omnibus Sworn Statement 4. DOT Accreditation Certificate 5. Recent Annual Income Tax Return	
		TERMS OF PAYMENT 100% billing after delivery of services a send bill arrangement and certification from the project officer of services rendered	
		Contact Persons: MR. ERNIE TESTON Head, PMDU ernieteston@tourism.gov.ph MS. COLLINS KARLA E TELMO cetelmo@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 March 31, 2023 @ 8:00 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