

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: May 19, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																																											
		TOUR OPERATOR (GROUND HANDLING SERVICE)																																												
1 (ONE)	LOT	PROJECT NAME : PHILIPPINE EXPERIENCE: MAKATI LEADING THE WAY																																												
		I. BRIEF BACKGROUND : Under the leadership of Secretary Christina Garcia Frasco, the Philippine Department of Tourism through its Regional Offices, are set to replicate the Province of Cebu's Suroy Suroy across the Philippines with the goal of diversifying the cultural tourism product offerings for both local and international tourists, as well as promotion of both popular and less recognized destinations. Through the development of the said program in various regions of the country, the Philippine Experience Program will allow least popular destinations to be at par with the famous ones by spreading the benefits of the program to the former, as well as equalize the opportunity the tourism industry may bring to the destinations.																																												
		II. OBJECTIVES: a) To support domestic tourism recovery by putting light in new tourism attractions b) To promote Metro Manila and its new tourism hub c) To promote the concept and culture of Suroy-Suroy and apply it in Metro																																												
		III. SCOPE OF WORK/DELIVERABLES: Implementation Date: May 28, 2023 Below are the services required by the Philippine Department of Tourism: A. Registration and Capacity Management i. Provide and manage a systematic registration and attendance generation with the following: 1. Onsite registration; 2. Production of event identification (ID, wrist tags) that individually identify attendees and their seating, and bus arrangement; B. Handle all necessary logistical requirements of event management crew for event implementation including land transportation and meals. C. Coordination and alignment of the arrangements with the Events Management Company. D. Other requirements:																																												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 30%;">ITEMS</th> <th colspan="3" style="width: 40%;">PARTICULARS</th> <th rowspan="2" style="width: 10%;">TOTAL</th> </tr> <tr> <th style="width: 10%;">Units</th> <th style="width: 10%;">Quantity</th> <th style="width: 20%;">Unit Amount</th> </tr> </thead> <tbody> <tr> <td colspan="5">TOTAL BUDGET</td> </tr> <tr> <td>Bus Rental (UBE Bus)</td> <td>UBE Bus for 12 Hours</td> <td style="text-align: center;">3</td> <td style="text-align: right;">PHP 18,000.00</td> <td style="text-align: right;">PHP 54,000.00</td> </tr> <tr> <td>Bus Stickers/Sintra/Welcome Signages</td> <td>Various event signages</td> <td></td> <td style="text-align: right;">PHP 150,000.00</td> <td style="text-align: right;">PHP 150,000.00</td> </tr> <tr> <td>Tokens of participants (Tote Bag, shirt, Foldable Umbrella, Fan)</td> <td>Tokens 1000/pax</td> <td style="text-align: center;">125</td> <td style="text-align: right;">PHP 1,000.00</td> <td style="text-align: right;">PHP 125,000.00</td> </tr> <tr> <td colspan="5">STOP 1 (GLORIETTA ACTIVITY CENTER)</td> </tr> <tr> <td>Hosted Lunch</td> <td>Lunch 1000/pax</td> <td style="text-align: center;">125</td> <td style="text-align: right;">PHP 1,000.00</td> <td style="text-align: right;">PHP 125,000.00</td> </tr> <tr> <td>Generator Set</td> <td>1 Set</td> <td style="text-align: center;">1</td> <td style="text-align: right;">PHP 20,000.00</td> <td style="text-align: right;">PHP 20,000.00</td> </tr> </tbody> </table>	ITEMS	PARTICULARS			TOTAL	Units	Quantity	Unit Amount	TOTAL BUDGET					Bus Rental (UBE Bus)	UBE Bus for 12 Hours	3	PHP 18,000.00	PHP 54,000.00	Bus Stickers/Sintra/Welcome Signages	Various event signages		PHP 150,000.00	PHP 150,000.00	Tokens of participants (Tote Bag, shirt, Foldable Umbrella, Fan)	Tokens 1000/pax	125	PHP 1,000.00	PHP 125,000.00	STOP 1 (GLORIETTA ACTIVITY CENTER)					Hosted Lunch	Lunch 1000/pax	125	PHP 1,000.00	PHP 125,000.00	Generator Set	1 Set	1	PHP 20,000.00	PHP 20,000.00	
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		<p>MINIMUM REQUIREMENTS :</p> <p>A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) – Must have Platinum accreditation;</p> <p>B. Must have completed at least 3 tourism related events between 2019 and 2022 for National Tourism Organization (NTO) preferably the Philippine Department of Tourism; Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered;</p> <p>C. Office must be within Metro Manila only</p> <p>D. Must be willing to provide services on send-bill arrangement</p>																																																								
		<p>Documentary Requirements to be submitted:</p> <ol style="list-style-type: none"> Valid Mayor's/Business Permit PHILGEPS Platinum Registration Omnibus Sworn Statement Income/Business Tax Return ALL OTHER DOCUMENTS THAT ARE REQUIRED AS SPECIFIED ABOVE 																																																								
		<p>Approved Budget: Php 907,500.00</p> <p>PESOS :NINE HUNDRED SEVEN THOUSAND FIVE HUNDRED</p> <p><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges</i></p> <p>net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</p>																																																								
		<p>Contact Person:</p> <p>MR. ERNIE TESTON - ernieteston@tourism.gov.ph</p> <p>MS. COLLINS KARLA TELMO - cetelmo@tourism.gov.ph</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 three (3) original sets 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 May 23, 2023 at 10:00 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