

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 84595200 local 212
Email: dotncr.bac@tourism.gov.ph

Date: June 7, 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 AND GROUND HANDLING SERVICES (TOUR OPERATOR)																	
		Project Name : CENTRAL PHILIPPINES TOURISM EXPO																	
		<p>BRIEF BACKGROUND:</p> <p>The Department of Tourism - National Capital Region is set to participate in the forthcoming Central Philippines Tourism Expo (CPTEx) on June 16-18, 2023 at the Iloilo Convention Center (ICON), Iloilo City. Organized by the CALARBAZON, MIMAROPA, Bicol, Western, Central, and Eastern Visayas Regions, the CPTEx is set to highlight tourism products and services of the regions of Central Philippines from its world-class festivals, to diverse food and gastronomy, as well as its breathtaking attractions.</p>																	
		<p>OBJECTIVES :</p> <ol style="list-style-type: none"> 1. To support domestic tourism recovery by participating in the travel fair 2. To promote Metro Manila and establish new business networks 3. To advertise and boost the recently launched Hop-On Hop-Off Travel by the Hubs Project of the DOT-NCR 4. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital. 																	
		TECHNICAL SPECIFICATIONS/DELIVERABLES:																	
		<p>A. Air Travel for DOT-NCR Staff Air travel for the following dates and details: *group booking shall not be made and individual booking must be done for easier rebooking should the need arise*</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Cost per way</th> <th>Baggage Allowance</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">June 15, 2023</td> <td>Manila-Iloilo (June 15) Php 6,342.00 + 40% (2,536.800)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td style="text-align: right;">8,878.80 x 6 pax = 53,272.80</td> </tr> <tr> <td style="text-align: center;">June 19, 2023</td> <td>Iloilo-Manila (June 19) Php 6,554.00 + 40% (2,621.60)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td style="text-align: right;">9,175.60 x 6 pax = 55,053.60</td> </tr> <tr> <td>Prepaid check-in baggage (Additional 20 kg check-in) 600/way x 2 way + Php 1200</td> <td>Manila-Iloilo (Php 600/pax) Iloilo-Manila (Php 600/pax)</td> <td>Additional 20kg check-in</td> <td style="text-align: right;">1,200.00 x 6 pax = 7,200.00</td> </tr> </tbody> </table>	Date	Cost per way	Baggage Allowance	Total	June 15, 2023	Manila-Iloilo (June 15) Php 6,342.00 + 40% (2,536.800)	7 kgs hand carry and 20 kgs check-in luggage allowance	8,878.80 x 6 pax = 53,272.80	June 19, 2023	Iloilo-Manila (June 19) Php 6,554.00 + 40% (2,621.60)	7 kgs hand carry and 20 kgs check-in luggage allowance	9,175.60 x 6 pax = 55,053.60	Prepaid check-in baggage (Additional 20 kg check-in) 600/way x 2 way + Php 1200	Manila-Iloilo (Php 600/pax) Iloilo-Manila (Php 600/pax)	Additional 20kg check-in	1,200.00 x 6 pax = 7,200.00	
Date	Cost per way	Baggage Allowance	Total																
June 15, 2023	Manila-Iloilo (June 15) Php 6,342.00 + 40% (2,536.800)	7 kgs hand carry and 20 kgs check-in luggage allowance	8,878.80 x 6 pax = 53,272.80																
June 19, 2023	Iloilo-Manila (June 19) Php 6,554.00 + 40% (2,621.60)	7 kgs hand carry and 20 kgs check-in luggage allowance	9,175.60 x 6 pax = 55,053.60																
Prepaid check-in baggage (Additional 20 kg check-in) 600/way x 2 way + Php 1200	Manila-Iloilo (Php 600/pax) Iloilo-Manila (Php 600/pax)	Additional 20kg check-in	1,200.00 x 6 pax = 7,200.00																
		<p>B. Meals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">Staff Meals Php 180 X 5 days X 6 pax X 3 meals</td> <td style="width: 50%; text-align: right;">90 meals x Php 180.00 = 16,200.00</td> </tr> <tr> <td>Meals for Stakeholders Php 350 x 3 days X 10 pax x 3 meals</td> <td style="text-align: right;">90 meals x Php 350.00 = 31,500.00</td> </tr> </tbody> </table>	Staff Meals Php 180 X 5 days X 6 pax X 3 meals	90 meals x Php 180.00 = 16,200.00	Meals for Stakeholders Php 350 x 3 days X 10 pax x 3 meals	90 meals x Php 350.00 = 31,500.00													
Staff Meals Php 180 X 5 days X 6 pax X 3 meals	90 meals x Php 180.00 = 16,200.00																		
Meals for Stakeholders Php 350 x 3 days X 10 pax x 3 meals	90 meals x Php 350.00 = 31,500.00																		

C. Hotel Accommodation

- Standard Hotel
- Air conditioned
- Breakfast must be included
- With internet connection
- Hotel must be 2 km within the CPTex event at Iloilo Convention Center (ICON), Iloilo City
- Hotel must be DOT Accredited

For DOT-NCR Staff	Php 1,800.00/night X 4 nights X 3 rooms	21,600.00
For invited Tour Operators	Php 3,000.00/night X 2 nights X 5 rooms	30,000.00

D. Transportation

DOT Office and Points in Metro Manila to Airport and Vice Versa:

- 1 Van Hire in Manila - DOT Office to Airport Terminal and Vice versa
- June 15 – DOT Office/Points in MM to Airport Terminal
- June 19 – Airport Terminal to DOT Office/Points in MM
- 4 hours use of van per day 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
- 4,000.00/day x 2 days = 8,000.00

DATE	
15 and 19 June 2023	- 1 Service Vehicle for DOT Regional Staff (Includes service from Pick up points in Metro Manila to NAIA and vice versa)

Iloilo City:

Use of 1 (one) Van for DOT Regional Staff for the following dates, details, and itinerary:

- 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
- 5,500/day x 5 days = 27,500.00
- Airport Transfer: 500/way x 2 ways = 1,000.00

DATE	
15 - 19 June 2023	1 Service Vehicle for DOT Regional Staff (Includes service from Pick up in points in Metro Manila to billeting hotel in Iloilo City, Iloilo, service within Iloilo City, Iloilo and to and from the Airport)

Use of 2 (two) Van for invited Tour Operators of Metro Manila to participate in the event with the following dates, details, and itinerary:

- 12 hours use of van per day for 3 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
- 5,500/day x 3 days = 16,500.00
- Airport Transfer: 500/way x 2 vans x 3 ways = 3,000.00

DATE	
16 - 18 June 2023	1 Service Vehicle for invited Tour Operators (Includes service from Pick up in points in Metro Manila to billeting hotel in Iloilo City, Iloilo, service within Iloilo City, Iloilo and to and from the Airport)

BUDGETARY BREAKDOWN:

Air Transport	115,526.40
Meals	47,700.00

		<table border="1"> <tr> <td>Accommodation</td> <td>51,600.00</td> </tr> <tr> <td>Van Hire</td> <td>72,500.00</td> </tr> <tr> <td>Total</td> <td>287,326.40</td> </tr> </table>	Accommodation	51,600.00	Van Hire	72,500.00	Total	287,326.40	
Accommodation	51,600.00								
Van Hire	72,500.00								
Total	287,326.40								
		<p>Minimum requirements of Tour Operator:</p> <p>A. Must be accredited by the Department of Tourism;</p> <p>B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;</p> <p>C. Provision of first aid medical kit for the group;</p> <p>D. Willing to provide services on send-bill arrangement</p>							
		<p align="center">APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p align="center">Two Hundred Eighty Seven Three Hundred Twenty Six Pesos and 40/100 only (Php 287,326.40)</p> <p align="center"><i>inclusive of taxes and is subject to appropriate government taxes.</i></p>							
		<p>Documentary Requirements to be submitted:</p> <p>1. Mayor's Business Permit</p> <p>2. PHILGEPS Registration Number</p> <p>3. Omnibus Sworn Statement</p> <p>4. DOT Accreditation Certificate</p>							
		<p>Contact Persons:</p> <p>ERNESTO S. TESTON ernieteston@tourism.gov.ph / 459-5200 local 223</p> <p>JENNY ANNE PAUL D. GATUS jdgatus@tourism.gov.ph / 459-5200 local 223</p> <p>COLLINS KARLA E. TELMO cetelmo@tourism.gov.ph / 459-5200 local 223</p> <p>KENNETH BRIAN E. QUIAMBAO kequiambao@tourism.gov.ph / 459-5200 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>							
		Note: Deadline of submission is on June 13, 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