

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

Date: August 18, 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 SERVICES	
		Project Name : SAN JUAN ART CIRCUIT AND ART TRAIL TOUR	
		IMPLEMENTATION DATE : August 29-September 3, 2023	
		<p>BRIEF BACKGROUND:</p> <p>The Department of Tourism - National Capital Region, in collaboration with the City Government of San Juan through its City Tourism and Cultural Affairs Office, will be launching the San Juan City Art Circuit and Art Trail to promote and showcase the city's vibrant art scene and cultural heritage. The launching will be on August 30,2023 at City Government of San Juan Atrium.</p> <p>There shall be two major activities under the San Juan City Art Circuit, which will be launched with a short program and ribbon cutting:</p> <ol style="list-style-type: none"> 1. Art Exhibit – The art exhibit will feature the work of various artists from Luzon, Visayan, Mindanao, and host – San Juan City. Five (5) artists will be invited from the three (3) islands and 10 from San Juan City to feature 3-5 works of arts in the exhibition area (San Juan City Hall Atrium) for five (5) days. The artists may opt to sell these works with the City Government of San Juan. 2. Launch of the San Juan City Art Trail – The launch of the San Juan City Art will also be conducted with a displace of the trail featured in the atrium. Guests will then be taken to a coaster tour to the different arts destination in San Juan City. At least seven (7) destinations will be included in the art trail. 	
		<p>OBJECTIVES :</p> <ol style="list-style-type: none"> I. The DOT NCR Regional Office is in need of a Ground Handling Service Provider to provide Meals, Supplies and Materials, Secretariat Van, Art Circuit Coaster for the conduct of the launch of the San Juan Art Circuit on August 29-September 3, 2023 in San Juan City, Metro Manila. II. To provide a platform for local artists in San Juan City to showcase their talent and artwork. By featuring their work alongside artists from Luzon, Visayas, and Mindanao, it offers an opportunity for local artists to gain exposure and recognition, both within the local community and at a national level. (DOT 7-Point Agenda: Strengthening Tourism Governance through Close Collaboration with LGUs and Stakeholders); III. To celebrate the cultural diversity of the Philippines by bringing together artists from different regions, where it can provide a space to appreciate and showcase various artistic styles, themes, and techniques, reflecting the rich cultural heritage of the country. (DOT 7-Point Agenda: Diversification of Portfolio through Multidimensional Tourism); IV. To attract tourists and visitors to San Juan City by promoting it as an art destination as the Art Trail creates an immersive experience for art enthusiasts, encouraging them to explore the city's art galleries, exhibitions, and cultural landmarks. (DOT 7-Point Agenda: Maximization of Domestic Tourism); V. To educate and raise awareness about art and its significance in society; through the curated exhibitions, guided tours, and educational programs, the event provides opportunities for visitors to learn about different art forms, techniques, and artistic movements. (DOT 7-Point Agenda: Equalization of Tourism Product Development and Promotion) 	

TECHNICAL SPECIFICATIONS/DELIVERABLES:**A. Meals for the Launching**

Date	Particulars	Amount
August 30, 2023	Buffet Lunch Php 1,500.00 x 275 pax Inclusive of catering services, themed set-up, tables, chairs, waiters, etc.	412,500.00

*Must send menu selection for approval of the end user

B. Supplies and Materials

Date	Particulars	Amount
August 30, 2023	Tokens (Commemorative Painting) Php 1,200.00 x 275 pax Live Painting Artist Must include reproduction and certification of the finished product	330,000.00
August 30, 2023	Printing of various collaterals Art catalogue, Artist Information, Art work labels, program of activities, etc. High quality printing of the materials to be disseminated during the launch	50,000.00
TOTAL		Php 380,000.00

C. Van Rental

Date	Particulars	Amount
August 30, 2023	2 Vans Secretariat Vans for errands and advanced party Php 9,200.00/van x 1 day	18,400.00

Inclusive dates: August 30, 2023

- Pick up at any point in Metro Manila to San Juan City and Vice Versa
- 12 hours use of van (rates are inclusive of overtime pay)
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated

D. Coaster for the Art Circuit Tour

Date	Particulars	Amount
August 30, 2023	Rental of Coaster Php 15,710.000/coaster Php 15,710.00 x 5 coasters Coaster must	78,550.00

Inclusive dates: August 30, 2023

- Itinerary includes 7 stops around San Juan City
- 12 hours use of coaster (rates are inclusive of pre-tour validation)
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated

		<table border="1"> <thead> <tr> <th colspan="2">BUDGETARY REQUIREMENTS/BREAKDOWN</th> </tr> </thead> <tbody> <tr> <td>Meals</td> <td>Php 412,500.00</td> </tr> <tr> <td>Supplies and Materials</td> <td>Php 380,000.00</td> </tr> <tr> <td>Van Rental (Secretariat Van)</td> <td>Php 18,400.00</td> </tr> <tr> <td>Art Circuit Tour</td> <td>Php 78,550.00</td> </tr> <tr> <td>Total</td> <td>PHP 889,450.00</td> </tr> </tbody> </table>	BUDGETARY REQUIREMENTS/BREAKDOWN		Meals	Php 412,500.00	Supplies and Materials	Php 380,000.00	Van Rental (Secretariat Van)	Php 18,400.00	Art Circuit Tour	Php 78,550.00	Total	PHP 889,450.00	
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		<p>Minimum requirements of Ground Handling Service Provider:</p> <p>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;</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; Willing to provide services on send-bill arrangement</p>													
		<p align="center">APPROVED BUDGET FOR THE CONTRACT (ABC) EIGHT HUNDRED EIGHT-NINE THOUSAND FOUR HUNDRED FIFTY PESOS ONLY (PHP 889,450.00).</p> <p align="center"><i>(inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges)</i></p>													
		<p>Documentary Requirements to be submitted:</p> <ol style="list-style-type: none"> Valid Mayor's Business Permit; PhilGEPS Registration Number; Duly notarized Omnibus Sworn Statement; DOT Accreditation Certificate; Annual Business/Income Tax Return. 													
		<p>Contact Person: MS. COLLINS KARLA E TELMO Viber #: 0955-903-0026 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 <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</p>													
		<p>Note: Deadline of submission is on August 22, 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