

DEPARTMENT OF TOURISM
National Capital Region
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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	TOUR OPERATOR AND/OR TRAVEL AGENCY	
		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 Tour Operator or Travel and Tour Agency to provide Airfare, Transport Services, Accommodation, and Artwork Shipping for the invited Artists for 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. Air Travel for the invited Artists from the participating regions in the Philippines****Air travel for the 12 pax on the following dates and details:**

Date of Travel	Particulars	Amount
AIRFARE	Airfare Inclusive of 20kgs baggage allowance	
August 29, 2023 Morning	Laoag-Manila vv. = (Php 6,649.00 + Php 2,659.60) x 2 ways	18,617.20
September 3, 2023 Evening	Tuguegarao-MNL vv. = (Php 7649.00 + 3,059.60) x 2 Ways	21,417.20
	Puerto Prinsesa-MNL vv. = (Php 6179.00 +Php 2,416.00) X 2 ways	17,190.00
	Bicol-MNL vv. = (Php 7,178.00 + Php 3,087.2) x 2 ways	20,530.40
	Iloilo-MNL vv. = (Php 6,389.00 + Php 2,555.00) x 2 ways	17,888.00
	Cebu-MNL vv. = (Php 7,164.00 + Php 2,865.00) x 2 ways	20,058.00
	Tacloban-MNL vv. = (Php 7,667.00 + Php 3,066.00) x 2 ways	21,467.60
	Zamboanga-MNL vv. = (Php 7,120.00 + Php 2,848.00) x 2 ways	19,936.00
	Cagayan de Oro-MNL vv. = (Php 7,502.00 + Php 3,000.80) x 2 ways	21,005.60
	Davao-MNL vv. = (Php 8,234.00 + Php 3293.60) x 2 ways	23,055.20
	General Santos City-MNL vv. = (Php 7,942.00 + Php 3,176.80) x 2 ways	22,237.60
	Butaun City-MNL vv. = (Php 7,681.00 + Php 3,072.40) x 2 ways	21,506.80
TOTAL		244,909.60

**Must be amenable should the artist be coming from provinces that requires sea travel.*

**Cost includes rebooking and other airlines' fee*

B. Transportation

Date	Particulars	Amount
August 29 and September 3	Shuttle of Artists (Airport-Venue-Airport) 12 Hours Use of Van Php 9,200.00 x 3 vans x 2 days	55,200.00
August 29 and September 3	Pick and Drop of Artist Cordillera Administrative Region (CAR)-Manila-CAR Php 13,000.00 x 1 Van x 2 days	26,000.00
August 29 and September 3	Pick and Drop of Artist Region 3-Manila-Region 3 Php 12,090.00 x 1 Van x 2 days	24,180.00

August 29 and September 3	Pick and Drop of Artist Region 4A-Manila-Region 4A Php 11,500.00 x 1 Van x 2 days	23,000.00
TOTAL		128,380.00

Inclusive dates: August 29 and September 3, 2023

- **Pick up at any point in the participating Region 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**

C. Accommodation

Date	Particulars	Amount
Check in: August 29, 2023	Accommodation for LuzViMin Artists	225,000.00
Check out: September 3, 2023	Php 3000 x 15 Pax x 5 Nights	

D. Shipping of Artworks

Shipping Of Artworks	Particulars	Amount
Items must be shipped from the participating Region on August 29 and back on September 3, 2023 onwards	Express Air and Land Courier Shipping from Anywhere in the Philippines to San Juan, Metro Manila and Vice Versa (Estimated at 25kgs per artwork)	
	Luzon Shipping - Php 62,500.00 Php 3,000.00/pc x 5 pcs x 5 artists	75,000.00
	Visayas Shipping - Php 62,500.00 Php 3,000.00/pc x 5 pcs x 5 artists	75,000.00
	Mindanao Shipping - Php 62,500.00 Php 3,000.00/pc x 5 pcs x 5 artists	75,000.00
	Essential Shipping Materials (Packaging tapes, bubble wraps, labels, fragile tapes, shipping boxes, other cushioning materials)	20,000.00
	TOTAL	

BUDGETARY REQUIREMENTS/BREAKDOWN	
Air ticket	Php 244,909.60
Transportation/Land Travel	Php 128,380.00
Accommodation	Php 225,000.00
Shipping of Artworks	Php 245,000.00
Total	PHP 843,289.60

		<p>MINIMUM REQUIREMENTS OF TOUR OPERATOR:</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 (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>D. Willing to provide services on send-bill arrangement.</p> <p>E. Provision of dedicated project coordinator from the service provider</p> <p>F. Provision of on-board umbrellas for participants in case it rains☐</p>	
		<p>APPROVED BUDGET FOR THE CONTRACT (ABC) EIGHT HUNDRED FORTY-THREE THOUSAND TWO HUNDRED EIGHTY NINE AND 60/100 ONLY (PHP 843,289.60). <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> <p>1. Valid Mayor’s Business Permit; 2. PhilGEPS Registration Number; 3. Duly notarized Omnibus Sworn Statement; 4. DOT Accreditation Certificate; 5. Annual Business/Income Tax Return.</p>	
		<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