

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

Date: October 23, 2023

GENTLEMEN:

**REQUEST FOR QUOTATION**

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

| QUANTIT<br>Y  | UNIT   | ITEM/DESCRIPTION/SPECIFICATION  | UNIT PRICE |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|---|--|---|------------|-----|-----|-------------------------------------|---|-------------------------------------|---------------------------|--|-------------------------------------|-----------------|---|-------------------------------------|-------------------|-----------|-----------------|---|-----------------|-----------|--|
| 1 (ONE)   | LOT  | <b>ONE (1) ROUNDTRIP<br/>ECONOMY CLASS INTERNATIONAL AIR TICKETS<br/>(TOUR OPERATOR and/or TRAVEL AGENCY)</b>   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|   |  | <b>PROJECT NAME:</b><br>PARTICIPATION IN THE VIETNAM SALES MISSION ON<br>NOVEMBER 8 AND 10 IN HO CHI MINH CITY AND HANOI  |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|   |  | <b>TECHNICAL SPECIFICATIONS/ DELIVERABLES:</b><br><br><b>One (1) Roundtrip Economy Class International Air Tickets</b><br><br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Route</th> <th style="text-align: center;">ETD</th> <th style="text-align: center;">ETA</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Manila to Ho Chi Minh City, Vietnam</td> <td style="text-align: center;">MNL to SGN<br/>November 06, 2023<br/>/ 19:25H –<br/>21:05H+1</td> <td style="text-align: center;">SGN November 06,<br/>2023 / 21:05H+1</td> </tr> <tr> <td style="text-align: center;">Ho Chi Minh City to Hanoi</td> <td style="text-align: center;">SGN to HAN<br/>November 08, 2023<br/>/ 19:00H – 21:15H<br/>+1</td> <td style="text-align: center;">HAN November 08,<br/>2023 / 21:15H+1</td> </tr> <tr> <td style="text-align: center;">Hanoi to Manila</td> <td style="text-align: center;">HAN to MNL<br/>November 12, 2023<br/>/ 08:25H –<br/>13:00H+1</td> <td style="text-align: center;">MNL November 12,<br/>2023 / 13:00H+1</td> </tr> </tbody> </table> <p>Inclusive of:</p> <ul style="list-style-type: none"> <li>1 piece checked baggage per pax (20 kg per piece)</li> <li>1 excess baggage allowance (10kg )</li> <li>1-piece hand baggage per pax (7 kg)</li> <li>Travel Insurance and Travel Tax Fee</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name of Passenger</th> <th style="text-align: center;">Birthdate</th> <th style="text-align: center;">Passport Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>IVANNOVICH T. AGOTE</b><br/>Supervising TOO,<br/>DOT-NCR</td> <td style="text-align: center;">August 13, 1978</td> <td style="text-align: center;">P7398855B</td> </tr> </tbody> </table> | Route      | ETD | ETA | Manila to Ho Chi Minh City, Vietnam | MNL to SGN<br>November 06, 2023<br>/ 19:25H –<br>21:05H+1 | SGN November 06,<br>2023 / 21:05H+1 | Ho Chi Minh City to Hanoi | SGN to HAN<br>November 08, 2023<br>/ 19:00H – 21:15H<br>+1 | HAN November 08,<br>2023 / 21:15H+1 | Hanoi to Manila | HAN to MNL<br>November 12, 2023<br>/ 08:25H –<br>13:00H+1 | MNL November 12,<br>2023 / 13:00H+1 | Name of Passenger | Birthdate | Passport Number | <b>IVANNOVICH T. AGOTE</b><br>Supervising TOO,<br>DOT-NCR | August 13, 1978 | P7398855B |  |
| Route   | ETD  | ETA   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
| Manila to Ho Chi Minh City, Vietnam                       | MNL to SGN<br>November 06, 2023<br>/ 19:25H –<br>21:05H+1  | SGN November 06,<br>2023 / 21:05H+1   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
| Ho Chi Minh City to Hanoi                                 | SGN to HAN<br>November 08, 2023<br>/ 19:00H – 21:15H<br>+1 | HAN November 08,<br>2023 / 21:15H+1   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
| Hanoi to Manila   | HAN to MNL<br>November 12, 2023<br>/ 08:25H –<br>13:00H+1  | MNL November 12,<br>2023 / 13:00H+1   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
| Name of Passenger   | Birthdate  | Passport Number   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
| <b>IVANNOVICH T. AGOTE</b><br>Supervising TOO,<br>DOT-NCR | August 13, 1978  | P7398855B   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|   |  | <b>MINIMUM REQUIREMENTS FOR SUPPLIERS</b>   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|   |  | A. Metro Manila, Philippines based registered Tour Operator and/or Travel Agency;<br>B. Must be DOT accredited<br>C. Willing to provide services on send-bill arrangement.  |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|   |  | <b>APPROVED BUDGET FOR THE CONTRACT</b><br><b>Php 51,204.31</b><br><b>PESOS: FIFTY ONE THOUSAND TWO HUNDRED FOUR AND 31/100 ONLY</b><br><i>inclusive of taxes and is subject to appropriate government taxes.</i>   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|   |  | <b>Documentary Requirements to be submitted:</b><br>1. Valid Mayor's/Business Permit<br>2. PHILGEPS Registration<br>3. Omnibus Sworn Statement<br>4. DOT Accreditation Certificate  |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |
|   |  | <b>TERMS OF PAYMENT</b><br>100% billing after delivery of services and send bill arrangement. Certification from the project officer of services rendered   |            |     |     |                                     |   |                                     |                           |  |                                     |                 |   |                                     |                   |           |                 |   |                 |           |  |

|  |  |   |  |
|--|--|---|--|
|  |  | <b>Contact Person:</b><br><b>IVANNOVICH T. AGOTE</b><br>itagote@tourism.gov.ph<br>Mobile No.: 0908 869 7204   |  |
|  |  | 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 <b>SEALED ENVELOPE</b> to this office address:<br><br>DOT NCR BAC SECRETARIAT<br>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat<br>2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City |  |
|  |  | Note: Deadline of submission is on <b>October 27, 2023 at 8:00 am</b>   |  |

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.

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**PRINT NAME OF DEALER/SUPPLIER**

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**ADDRESS OF DEALER/SUPPLIER**

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**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

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**LANDBANK ACCOUNT NUMBER**

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**AUTHORIZED SIGNATURE OVER PRINT NAME**